

# ARDLEIGH PARISH COUNCIL



## To: Members of Ardleigh Parish Council Staffing Committee

You are hereby summoned to attend the Meeting of Ardleigh Parish Council Staffing Committee to be held on

**Monday 2 October 2023 at Ardleigh Village Hall (Committee Room) commencing at 5.30pm**

for the purpose of transacting the business as set out in the Agenda

Prior to the start of discussion of items on the agenda, up to 15 minutes is available to the public to address the members of the Committee on any item on the agenda. The terms of reference for this Committee state that the meeting is to be held in private due to the confidential nature of business.

Rachel Fletcher – Parish Clerk

Dated 27 September 2023

*Rachel Fletcher*

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## AGENDA

### 1. Public participation

Please note a maximum of 15 minutes will be allowed for public comments and questions, restricted to items listed on the following agenda. At the close of this item members of the public will no longer be permitted to address the members of the Council.

### 2. Terms of Reference of this Committee and appointment of Chair and Vice-Chair

To note the Terms of Reference approved at the full council meeting on 7 May 2021 minute 21.091.2 'Staffing committee. Terms of reference of a new Staffing Committee were confirmed. Members were Cllrs Marshall, Whitfield and Waters. Cllr Barrott would be an ex-officio member.' Cllr Mason was elected to replace Cllr Whitfield at Parish Council meeting on 11 September 2023.

### 3. Apologies and reasons for absence

To note apologies.

### 4. Declaration of Interests

To receive declaration of any pecuniary or non-pecuniary interests relating to agenda items.

### 5. Minutes of previous meeting

The last meeting of the Staffing Committee took place on 8 March 2022. Minutes are attached.

### 6. In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda items number 7 onwards as the Committee will be considering information about individual members of staff.

### 7. To consider staffing arrangements

To consider staffing issues including support for the Clerk, role of Deputy Clerk, overall workload. To consider options for short-term and longer-term staffing requirements and to agree any immediate recruitment or cover arrangements required.

### 8. Meeting Closure