



## **Cuxton Parish Council**

### **To all Members of the Council**

You are hereby summoned to attend a meeting of Cuxton Parish Council Staffing Committee for the purpose of transacting the following business.

C. Jensen, Clerk to the Council

**Agenda for the Meeting of CUXTON PARISH COUNCIL Staffing Committee to be held at the Pavilion Office on Tuesday 5<sup>th</sup> September 2023 at 7pm**

### **AGENDA**

- 1) **Apologies for absence**
- 2) **Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register.**
- 3) **Minutes of the meeting held on 22nd June 2023 - for approval**
- 4) **Review of the Terms of Reference of the Staffing Committee**
- 5) **CLOSED SESSION: (PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC)**

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public are to be excluded from the Meeting.

A vote will be taken.

- 6) **Personnel Matter**
  - a) Discussion and review of the hours of the Street Cleaner relating to his scope of responsibilities
- 7) **To consider the resignation of the Clerk/RFO**
  - a) Consider resignation and agree handover arrangements
- 8) **To consider the recruitment of a new Clerk/RFO**
  - a) Person Specification
  - b) Job Description
  - c) Contract

- d) Advert
- e) Application form
- f) Interview Panel

**9) Information Exchange**

No motions may be proposed, nor decisions taken under this item but may be placed on the agenda for the next or future meetings.

**10) Members Future Agenda Items**