


Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT AN EXTRAORDINARY FULL COUNCIL MEETING (VIRTUAL) OF PONTESBURY PARISH COUNCIL WILL TAKE PLACE ON WEDNESDAY 1ST SEPTEMBER 2021 AT 6.30PM AT THE PAVILION.

www.pontesburyparishcouncil.org.uk

AGENDA

- 1 ELECTION OF CHAIR**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 4 PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)**
- 5 MINUTES OF COUNCIL -** To approve the Minutes of the Personnel/Human Resources Committee Meeting held on 23RD February 2021 (attached)
- 6 APPRAISAL DATES FOR ALL STAFF –** date for Clerk's appraisal by Personnel Committee and approve delegated authority to Cllr D Fletcher, Clerk and another Cllr to set date and carry out appraisal for Deputy Clerk and Building Assistant
- 7 CASUAL VACANCY -** update from Clerk and consideration of Councillor application form and person specification (*examples attached*)
- 8 CILCA TRAINING –** update from Clerk
- 9 REVIEW OF EQUALITY AND DIVERSITY POLICY –** consider Equality & Diversity Policy for parish council and approve recommendation to full council (*Draft policy attached*)
- 10 EXCLUSION OF THE PUBLIC**
To consider exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).
- 11 REVIEW OF DEPUTY CLERK' HOURS –** to consider the following;
 1. Staff responsibilities paper drawn up by Clerk and recommend to full council number of hours needed for Deputy Clerk (*Responsibilities list and Agenda paper attached*)
 2. Setting a salary scale for Deputy Clerk post and first review date and approve recommendation to full council (*Agenda paper attached*)
 3. Approve contract/Job Description for Deputy Clerk/RFO (*attached*)
- 12 REVIEW HOURS/ANNUAL LEAVE & SALARY SCALE FOR CLERK -** to consider the following and approve recommendation to full council (*Agenda paper attached*)
 - 1 Making current full-time hours for Clerk, permanent
 - 2 Setting a salary scale for Clerk post/ first review date
 - 3 Amendment to annual leave allowance
- 13 DATE AND TIME OF NEXT MEETING –** to agree date of next meeting



Clerk to the council 26/08/2021