

# **Pontesbury Parish Council**

NOTICE IS HEREBY GIVEN THAT A MEETING OF PONTESBURY PARISH COUNCIL  
PERSONNEL COMMITTEE WILL TAKE PLACE ON WEDNESDAY 8 FEBRUARY 2020 AT MARY WEBB SCHOOL AT 6.30PM

## **AGENDA**

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 3 **PUBLIC QUESTIONS AND COMMENTS** – (Fifteen minutes will be allowed)
- 4 **MINUTES OF COUNCIL** - To approve the Minutes of the Personnel Committee Meeting held on 8<sup>th</sup> January 2020 (enclosed)
- 5 **CLEANER/BUILDING ASSISTANT ROLE FOR THE PAVILION** – to take forward formal interview process for the roles of cleaner and building assistant for The Pavilion (*draft job descriptions attached*)
- 6 **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).
- 7 **FEBRUARY SALARY REVIEW FOR CLERK** – to recommend for approval by full council at meeting on 10 February 2020, the salary increase from salary scale point 22 to salary scale point 23 as included in the 2019-20 budget agreed by full council on 14 January 2019 (*paper attached*)
- 8 **OUTSOURCING PAYROLL FOR PARISH COUNCIL EMPLOYEES** – to consider using an external company to calculate payroll amounts for Clerk and Pavilion Building Assistant (*paper to be tabled at meeting*)
- 6 **DATE AND TIME OF NEXT MEETING** – to agree date of next meeting.



Clerk to the council 30/01/2020