

Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT THE NEXT MEETING OF PONTESBURY PARISH COUNCIL
PERSONNEL COMMITTEE
WILL TAKE PLACE ON THURSDAY 21 NOVEMBER 2019 AT PONTESBURY PUBLIC HALL 11.45AM

AGENDA

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 3 EMPLOYMENT POLICY REVIEW – to review the following policies;**
 - Dignity at Work policy
 - Disciplinary policy
 - Equal Opportunities policy
 - Grievance policy
 - Training and development policy
- 4 FINANCE TRAINING FOR CLERK – to recommend a further finance training session with SDH Accounts, for Clerk to cover community building finance**
- 5 CLERK ROLE REVIEW – to review and make recommendations to full council about the job description of the Clerk and hours of work in light of additional responsibilities for the new community building**
- 6 STAFFING FOR NEW COMMUNITY BUILDING TO COVER THE FOLLOWING ROLES;**
 - Cleaning/caretaking
 - Bookings
 - Admin/finance
 - Health & Safety
 - Promotion & development
- 7 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).
- 8 SALARY REVIEW FOR CLERK**
- 9 TOIL/ANNUAL LEAVE REVIEW**
- 10 DATE AND TIME OF NEXT MEETING – to agree date of next meeting.**



Debbie Marais - Clerk to the Council
15 November 2019