

LUXULYAN PARISH COUNCIL

Clerk to the Council: Mrs C Wilson, Lower Burlorne Tregoose, Washaway, Bodmin PL30 3AJ
www.luxulyanpc.co.uk | 01208 831283 | 07543 427141 | clerk@luxulyanpc.co.uk

NOTICE

A MEETING OF

THE STAFFING COMMITTEE

FOR LUXULYAN PARISH COUNCIL WILL BE HELD ON

THURSDAY 22nd MARCH 2018 AT LUXULYAN MEMORIAL INSTITUTE AT 1.00 PM

**Members of Luxulyan Parish Council Staffing Committee
are hereby summoned to transact the following business:**

AGENDA

- 17/1 Apologies for absence
- 17/2 To close the meeting to the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.
- 17/3 Declarations of interest
 - a) Declarations re agenda items.
 - b) Requests for dispensation.
- 17/4 To approve the minutes of the previous meeting of the Staffing Committee on 9th of March 2017.
- 17/5 To review the Clerk's annual appraisal.
- 17/6 To agree action points following from the clerk's annual appraisal.
- 17/7 To review the revised Job Description.
- 17/8 To review the Contract of Employment for the Clerk of the Parish. Approve and sign documentation.
- 17/9 Pay Review – update.
- 17/10 Pay Review – As requested by Sarah Mason of CALC, the committee will advise her how she should proceed regarding the clerk's pay scale and job description review.
- 17/11 Report from Chair of Staffing "0218"
- 17/12 Staffing Committee response to the report from the Chair.
- 17/13 Business for the next meeting
- 17/14 Date of next meeting.

Catherine Grey

***Cllr C Grey
Chair of Staffing Committee, Luxulyan PC
15 March 2018***