



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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14th June 2024

To Councillors:

Jo Davis; Howard Hartley (Vice-Chair); Gavin Heathcote; Simon Kidd (Chair); Andy Larcombe; Conor Ogilvie-Davidson.

You are hereby summoned to attend a meeting of the Staffing Committee of Peasedown St John Parish Council at the Beacon Hall on **Thursday 20th June 2024 at 7.30pm** for the purpose of transacting the business detailed below.

CC Councillor:

Jonathan Rich as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.

Tanya West
Parish Clerk & RFO

AGENDA

Meeting of the Staffing Committee

7.30pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda, they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason.

Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in confidential session – see item SC025).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item SC025). We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made [particularly in order to satisfy the protection of children, the vulnerable and other members of the public who actively object to being filmed].

SC021 – 20/06/2024

Attendance Roll Call and Declarations of Interest

To action the attendance register and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.

SC022 – 20/06/2024**Apologies for Absence**

To receive and approve, if necessary, any apologies for absence.

SC023 – 20/06/2024**Minutes & Actions**

- i. To resolve to approve the minutes of the Staffing Committee meeting held on 4th June 2024.
- ii. To sign the above listed minutes.
- iii. To review updated copy of the actions register on Planner.

SC024 – 20/06/2024**Items for Urgent Report**

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

SC025 – 20/06/2024**Resolution Relating to Confidential Nature**

To pass a resolution that in accordance with Standing Order 3c in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.

SC026 – 20/06/2024**Staff Retention & Recruitment**

To receive an update and make associated decisions on the outside services workload, outside services staff and any contracted works including allocated budgets.
To receive an update on the recruitment of a Responsible Finance Officer.

SC027 – 20/06/2024**Staff Training & Development**

To receive an update from the Clerk on obtaining the CiLCA qualification.

SC028 – 20/06/2024**Resolution to Revert to Public Session**

To pass a resolution that the meeting is put back into public session.

SC029 – 20/06/2024**Date and Time of Next Meeting**

The date of the next Staffing Committee meeting is scheduled to be held on Tuesday 3rd September 2024 at 7pm at Beacon Hall.