

Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
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Date: Tuesday, 12 September 2017

Notice: You are hereby invited to a meeting of Clipstone Parish Council Personnel Committee which will be held in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone on **Monday 18 September 2017 at 19.15.**

Belina Boyer
Clerk to the Council

PC17-044	To elect a chairman to the committee.
PC17-045	To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
PC17-046	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.
PC17-047	To receive minutes of the previous personnel committee meeting and resolve to sign these as a true record of that meeting .
PC17-048	To receive updates resulting from the previous meeting's minutes. (for information only)
PC17-049	To receive the results of recent recruitment and interviews and consider further action required.
PC17-050	To approve the purchase of computer equipment and other items required to facilitate the work of the new admin assistant and volunteer.
PC17-051	To consider making the post of Parish Worker – Cemetery opening and closing permanent and pay an annual salary.
PC17-052	To consider whether to keep the Clerk's weekly working hours at 30 and make this a permanent arrangement of to reduce them to contracted 24 hours per week from October.
PC17-053	To approve the clerk's annual leave request.
PC17-054	To receive a report on the clerk's workload.
PC17-055	Items for notification: To determine items to be added to the next meeting's agenda.
PC17-056	To confirm the date and time of the next meeting.