



The Steypning Centre, Fletchers Croft, Steypning
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Date published 8th December 2023

TO ALL MEMBERS OF STEYNING PARISH COUNCIL PERSONNEL COMMITTEE

Cllrs Young, Norcross, Bell, Linfield, Lloyd, Johnson and M Alexander

**YOU ARE HEREBY SUMMONED TO A MEETING TO BE HELD ON THURSDAY 14th DECEMBER 2023
AT 2PM AT THE STEYNING CENTRE**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

GDPR Notice - Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place. Any equipment used in the Steypning Centre and plugged into the main electrical supply must be PAT tested.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence.
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions or (preferably) to answer questions which have been submitted in writing to the Deputy Clerk by noon on Tuesday 12th December 2023.*
- 4.0 MINUTES OF PREVIOUS MEETING** – To approve as a true and fair record, and the chair to sign the minutes of the Personnel committee meeting held on the 31st October 2023.
- 5.0 INFORMATION AND CORRESPONDANCE ITEMS** - None at time of printing
- 6.0 CONFIDENTIAL SESSION** - To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain
- 7.0 STAFFING MATTERS.**
 - 7.1 Status of Occupational health request** – to report on the process to date and the way forward.
 - 7.2 Job Description** - to discuss and agree the job description, status of the position and hours required.
 - 7.3 Advert for Job vacancy** – to discuss and agree where the advert will be placed and likely costs.
- 8.0 DATE OF NEXT FULL COUNCIL MEETING: Monday 15th January 2024**

John Fullbrook,
Steypning Parish Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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