

MARKS TEY PARISH COUNCIL



Parish Hall, Old London Road, Marks Tey, CO6 1EJ
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To: Members of the Staffing and Establishment Committee

16th January 2020

You are summoned to attend a Staffing & Establishment Committee Meeting on Tuesday 21st January 2020 at 6.30pm for the transaction of the under-mentioned business. Members are reminded to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests as they arise on the Agenda.

Members of the Public and Press are welcome to attend all Parish Council or Committee meetings. However due to the confidential nature of the meeting will be excluded from agenda item 2020/SE003 till the end of the meeting.

Gemma Humphries

Gemma Humphries
Clerk and Responsible Finance Office to the Parish Council

AGENDA

2020/SE001 Apologies for absence	To receive and consider acceptance of any apologies
2020/ SE002 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests	To receive Councillor's Declarations of Interests on any item appearing on the Agenda
2020 / SE003 Public Session	Up to fifteen minutes allowed for questions and Statements. Each individual wishing to speak will be allowed 3 minutes
2020/SE004 Job Vacancy	To receive an update from clerk and approve job advert, Job Specification, Job Hours, advertising dates and proposed interview dates. Agree short term cover.
2020/ SE005 Staffing Issues	To receive an update from clerk regarding current staffing issues
2020 /SE006 Caretaker Consultation	To receive an update and agree actions required.
2020/SE007 Information Exchange	A) Committee Chairman's Report. B) Clerk's Report
2020/SE008 Chairman to close the meeting	