

**Councillors are hereby summoned to attend the  
FINANCE AND STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL  
on Monday 4<sup>th</sup> October 2021, to be held at Mary's Church Hall, 6:00pm**

Portreath Parish Council remains cautious with the lifting of COVID-19 restrictions and asks that attendees continue follow social distancing advice when attending the meeting, wear a mask unless exempt and use the hand sanitiser provided. There will be a one-way system in place and attendees are requested to check into the meeting upon arrival using the NHS app or record their attendance and contact details with the Clerk. Good practice would be for all attendees to carry out a lateral flow test prior to attending the meeting. These can be obtained on line:

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

on the telephone by calling 119 or collected locally see link for details:

<https://maps.test-and-trace.nhs.uk/>

Councillors and the public are asked not to attend the meeting if they have any symptoms of Coronavirus, have tested positive for coronavirus or have been advised too self-isolate.

**A G E N D A**

- 1. Chairman's Welcome**
- 2. To Receive Apologies**
- 3. Declaration of Interests**
- 4. Public Participation Session**, when members of the public may raise matters with Councillors
- 5. To appoint a Chairman for the Finance and Staffing Committee**
- 6. To Appoint a Vice Chairman for the Finance and Staffing Committee**
- 7. To approve the amended job description for the Clerk**, authorise any action and consider associated expenditure
- 8. To resolve under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed**
- 9. To Consider and approve the benchmarking the Clerks role and set a new Salary Scale point effective from 1<sup>st</sup> October 2021**, authorise any action and consider associated expenditure
- 10. To approve the amendments made to the Clerks contract**, authorise any action and consider associated expenditure
- 11. To agree the date of the next meeting**, 6th December 2021
- 12. Close of Meeting**

*L. B. Jose*

**CLERK TO THE COUNCIL**

**portreathparishcouncil@gmail.com**

Chairman - Councillor Mr. I Stewart