

**Councillors are hereby summoned to attend the
STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL
on Thursday 12th October 2023, to be held at Mary's Church Hall, 13.00hrs**

A G E N D A

- 1. Chairman's Welcome**
- 2. To confirm the minutes of the meeting held on Monday 19th June 2023**
- 3. To Receive Apologies**
- 4. Declaration of Interests**
- 5. Public Participation Session**, when members of the public may raise matters with Councillors
- 6. Due to capacity of the Clerk, to approve moving non-urgent 'Staff Related' policy reviews to the next Staffing Meeting**, authorise any action and consider associated expenditure
- 7. To consider the Clerks workload and approve priorities before the next Staffing Meeting**, authorise any action and consider associated expenditure
- 8. To consider the Clerk attending the SLCC Annual Conference, 24/25**, authorise any action and consider associated expenditure
- 9. To approve the amended job description for the Clerk**, authorise any action and consider associated expenditure
- 10. 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**
- 11. To Consider and approve the benchmarking the Clerks role and set a new Salary Scale point effective from 1st October 2023**, authorise any action and consider associated expenditure
- 12. To approve the amendments made to the Clerks contract**, authorise any action and consider associated expenditure
- 13. To agree the date of the next meeting**, as required
- 14. Close of Meeting**