

HENSTRIDGE PARISH COUNCIL

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PUBLIC NOTICE

The next meeting of the Personnel Committee of Henstridge Parish Council at the Skittle Alley of the Bird in Hand, Ash Walk, Henstridge, on Monday 15th February 2016 from 6.30pm.

AGENDA

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. In normal circumstances this will be restricted to approximately 15 minutes in total and shall be at the Chairman's discretion.

Please note, items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the agenda should be put to the Clerk in writing prior to the meeting as listed in the final item.

1. To receive any apologies for absence
2. To receive any declarations of interest in items on the agenda
3. Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.
4. To note that the Clerk's trial period came to an end on 1st February 2016 and to consider confirming the clerk's contract of employment.
5. To note that, as of 10th January 2016, the Clerk had completed 5 years continuous Local Government employment and to agree to increase her annual leave entitlement from 21 to 25 days, as per her contract of employment.
6. To review the Clerk's hours and make any changes as found necessary.
7. To review the payment made to the Clerk to cover the use of her home as an office and consider increasing this.
8. To review rates of pay for grounds staff and agree any amendments as required by the new National Living Wage rules.

Date of Next meeting – The next Personnel Committee meeting will be held on **Monday 21st November 2016**. All items for inclusion on the agenda and all items to be listed under issues arising from previous meetings must be received by the Clerk by 9.00am on Thursday 10th November.



Zöe Godden
Parish Clerk