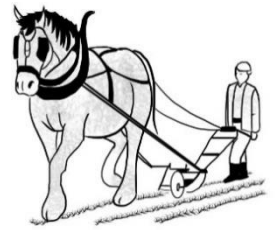


# **Kirkby Mallory, Peckleton and Stapleton Parish Council**



Councillors Summons and Public Notice of meeting to be held  
at 7.00pm on Tuesday 27<sup>th</sup> August 2024 at Stapleton Village Hall

## **MEETING OF THE STAFFING COMMITTEE**

### **AUGUST 2024**

### **AGENDA**

1. To receive and not apologies.
2. Declarations by Members of Interests (in relation to Agenda items).
3. To review and sign the minutes of the meeting held 13<sup>th</sup> February 2024.
4. To note and accept the resignation of the clerk.
  - 4.1. To note remaining holiday entitlement, etc and agree leaving date.
5. As the following items will consider matters related to the employment of staff, a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.
6. To consider arrangements and timescales for the recruitment of a new clerk, including:
  - 6.1. To review the Clerk/RFO job description
  - 6.2. To review salary scales and clerk's hours
  - 6.3. To review the current contract
  - 6.4. To agree an advert to be placed in local press
  - 6.5. To set a schedule for recruitment including interview dates, interview panel etc. and approval of pack to be sent to applicants
  - 6.6. To consider the handover process.
7. Members Exchange – for information and suggestion of future agenda items only.
8. Date of Next Meeting: to be decided.