



ULCOMBE PARISH COUNCIL

Parish Office C/o 31 Macaulay Close, Larkfield, Kent ME20 6TZ
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Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that the Meeting of the STAFFING COMMITTEE for Ulcombe will be held at the Village Hall on Wednesday 24th July 2019 at **8.00pm**.

All members of the Council are summoned to attend to consider and resolve upon the business to be discussed. The agenda is set out below.

18 July 2019

Georgina Jackson

G Jackson (Parish Clerk)

Members of the Public and Press are encouraged to come to the meetings, and there is an opportunity to address the Council.

BUSINESS TO BE TRANSACTED

1. To elect a chair of the committee.
2.
 - (a) Apologies for absence received and confirmed by the Council.
 - (b) Declaration of Changes to the Register of Interests.
 - (c) Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any on the Agenda.
 - (d) Requests for Dispensations.
 - (e) Declarations of Lobbying.
3. Public Session (Meeting adjourned – minute book closed). Chairman to invite members of the public to speak on any items on the agenda or any items of concern. A maximum of 3 minutes per person is allowed and the session will close after 15 minutes. The public must not take part at any other time.

Part2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature.

4. To consider remuneration of the clerk for recommendation to the parish council.
5. To consider hours of work for the clerk for recommendation to the parish council.
6. To consider package of employment for the clerk for recommendation to the parish council.
7. To agree job description and person specification for recommendation to the parish council.
8. To consider contract of employment for recommendation to the parish council.
9. To agree interview framework and competencies.