



## ULCOMBE PARISH COUNCIL

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Parish Office C/o 31 Macaulay Close, Larkfield, Kent ME20 6TZ  
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### **Notice of meeting of the STAFFING COMMITTEE**

Dear Sir / Madam

I give you notice that the Meeting of the STAFFING COMMITTEE for Ulcombe Parish Council will be held at the Village Hall on Thursday 29<sup>th</sup> August 2019 upon the rising of the Parish Council Extra Ordinary Meeting.

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

*Georgina Jackson*

23 August 2019

*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.
  - (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.
2. 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.
3. To resolve that the minutes of the Staffing Committee Meetings held on 24<sup>th</sup> July 2019 and 22<sup>nd</sup> August 2019 to be taken as read, confirmed as a correct record and signed by the Chairman.  
  
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 agree a candidate to propose to Parish Council to take role of Clerk and RFO.
5. To agree a proposed salary.
6. To agree proposed holiday.
7. To agree proposed pension offering.
8. To agree a probation period.