

Malvern Wells Parish Council

Councillors are **summoned** to attend the **Staffing Committee meeting** on **Tuesday 20th August 2024 at 7pm** at **Malvern Wells Village Hall**.



Clerk, Dr Kate Howe

14th August 2024

Email: clerk@malvernwells-pc.gov.uk Tel: 07988 427 507 Website: www.malvernwells-pc.gov.uk

Public participation

Residents are invited to give their views and ask questions on the agenda, or to raise issues for future consideration. The time allowed will be at the discretion of the Chair.

Agenda

1. To receive and consider Apologies for Absence.
2. Declarations of Interest
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b) To declare any disclosable pecuniary interests in items on the agenda and their nature.
 - c) To declare any other disclosable interests in items on the agenda and their nature.
 - d) To consider written requests from councillors for the Council to grant a dispensation (S33 of the Localism Act 2011)

Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items unless a Dispensation has been requested/granted.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

3. To consider and approve:

- a) minutes of the previous Staffing Committee meeting held July 26th 2023
- b) notes of the informal Staffing meeting held April 24th 2024

4. Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the confidential nature of the following items.

- a) It is recommended that the Staffing Committee **resolve** to exclude the public and press.

5. To consider appointment of temporary Finance & Administration Officer, if agreed **approve**.

6. To **consider** additional staff hours / resources and budget impacts and **agree** recommendations to inform Council.

7. To **note** update on confidential staffing report from Clerk and Chair

8. To **undertake** Clerk annual appraisal