

**Agenda** for the Meeting of Creech St Michael Parish Council Staffing  
Committee to be held at Creech St Michael Village Hall on  
**Monday 22 January 2024 at 7.00pm**

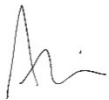
Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Although not a requirement to do so, prior notification to the Clerk and RFO by noon the previous Friday would enable a full response when appropriate to be given.

Members of the public will be able to participate informally from 7.00pm to allow discussion/comment of agenda items. Those wishing to address the Council during the meeting must make the Chair aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chair of their intentions so that the appropriate arrangements can be made.

To all members of **Creech St Michael Parish Council Staffing Committee.**

You are summoned to attend the Meeting of Creech St Michael Parish Council Staffing Committee to be held in the Cartwright room of Creech St Michael Village Hall, on 22 January 2024 at 7.00pm when the following business will be transacted.

Yours faithfully



**Andrew Williams**

Clerk and RFO

**AGENDA**

1. **Chair's Welcome**
2. **Community Question Time**

This provides an opportunity for members of the community (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting the Parish of Creech St Michael. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration at another time.

3. **Apologies for absence.**
  - 3.1. To receive any apologies for absence
  - 3.2. To approve any apologies for absence. [M]

4. **Declarations of Interests.**

4.1. Declarations of Individual Members.

4.2. Dispensation Requests.

5. **To approve the minutes of the meeting held on the 27 September 2023. [P] [V]**

**Items for Decision**

6. **Flexible Working Policy** – to approve the Parish Council Flexible Working Policy. **[P] [V] [CLERK]**

7. **Absence Policy** – to approve the Parish Council Absence Policy. **[P] [V] [CLERK]**

**Items for Discussion**

8. **Training Matrix** – to review the training matrix [\[LINK\]](#).

9. **Policy Schedule** – to review progress toward completing the schedule of policies.

10. **Absence Report** – to report on any recorded employee absence since the last Staffing Committee meeting.

**Other Matters**

11. **Correspondence**

11.1. To consider any correspondence received that Councillors wish to raise that has already been circulated. **[CLLRs.]**

11.2. To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council. **[P] [CLERK]**

12. **New Matters to be Carried Forward**

Councillors may raise an item for consideration by the Chair.

**[V] Vote Required [P] Paper Included [O] Link to Online Material**

**Exclusion of the Press and Public for any discussion regarding exempt information**

The Press and Public will be excluded from the meeting when a report or appendix on this agenda has been classed as confidential, or if the Parish Council wish to receive confidential legal advice at the meeting. If the Parish Council wish to discuss information in Closed Session, then the Parish Council will be asked to agree the following resolution to exclude the press and public:  
Exclusion of the Press and Public

To consider passing a resolution having been duly proposed and seconded under Schedule 12A of the Local Government Act 1972 to exclude the press and public from the meeting, on the basis that if they were present during the business to be transacted there would be a likelihood

of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972:

Reason: Para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Or for any other reason as stated in the agenda or at the meeting)

### **Recording of Meetings**

Please note that meetings may be recorded by Creech St Michael Parish Council. You should be aware that the Parish Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Parish Council's policy. Therefore, unless you are advised otherwise, by attending the Council Meeting and/or speaking during Public Question Time you are consenting to being recorded and to the possible use of the sound or video recording for access via the website or for training purposes. If you have any queries regarding this, please contact the Clerk and RFO.

This meeting will be broadcast live via an internet streaming service to allow for wider public participation in the event. By attending the Council Meeting and/or speaking during Public Question Time you are consenting to being broadcast via the Zoom platform. If you have any queries regarding this, please contact the Clerk and RFO.

Andrew Williams, CSM PC, Clerk and RFO, 07708680797, Email [clerk@creechstmichael.net](mailto:clerk@creechstmichael.net)

The next Parish Council Meeting is [DAY & DATE].