

CREECH ST MICHAEL PARISH COUNCIL

Agenda for the Meeting of Creech St Michael Parish Council [CSMPC] Staffing Committee
to be held at Creech St Michael Village Hall on **12th October 2022 at 7:00pm**

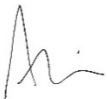
Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. 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 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 a meeting of Creech St Michael Parish Council Staffing Committee to be held in the Chown room of Creech St Michael Village Hall, on 12th October 2022 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. To receive and agree any apologies for non attendance**
- 4. Declarations of Interests**
 - 4.1. Declarations of Individual Members**
 - 4.2. Dispensation Request**

5. **Minutes – to Review and Approve** the minutes of the meeting held on the 8th of March 2022. [P] [M]

Items for Decision

6. **Policies & Procedures** – approve the schedule of policies and procedures to be developed and the timetable for policy development. [P] [M]
7. **Pension Arrangements for Creech St Michael Parish Council Employees** [P] [M]
8. **Key Holder Statement and Record** [P] [M]
9. **Temporary Increase in Clerk and RFO's Hours** [P] [M]
10. **Confirmation of Completion of Clerks Probationary Period** [M]
11. **Parish Councillor Training** – to Approve the Training Requirements for Councillors and Council Employees. [P] [M]

Items for Discussion

12. **Vacant Assistant Clerk Role**
13. **Parish Lengthsman Role**
14. **Parish Volunteer workers**

Other Matters

15. **Correspondence** - to consider any correspondence received that Councillors wish to raise that has already been circulated.
16. **New Matters to be Carried Forward**
17. **Council to Decide if to Exclude Members of the Public and Press for the Following Item(s)** [M]
18. **Parish Caretaker**

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

Please note that meetings may be recorded by CSM PC. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the 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 recording for access via the website or for training purposes. If you have any queries regarding this, please contact the Clerk.

Andrew Williams, CSM PC, Clerk and RFO, 07708680797, Email clerk@creechstmichael.net