

**Agenda for the Meeting of Creech St Michael Parish Council  
Staffing Committee**

to be held at Creech St Michael Village Hall on  
**Monday 19<sup>th</sup> June 2023 at 7:00pm**

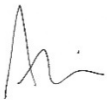
Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. 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 Monday 19<sup>th</sup> June 2023 at 7.00pm when the following business will be transacted.

Yours faithfully



**Andrew Williams**

Clerk and RFO

A PARISH  
TO BE  
PROUD OF

**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**
  - 5.1. to **Review and Approve** the minutes of the meeting held on 5<sup>th</sup> May 2023. **[P] [M]**

## Matters for Decision

### 6. Staffing Committee Terms of Reference

To review and approve the Terms of Reference for the Staffing Committee. [P] [CLERK]

## Matters for Discussion

### 7. Parish Council Policies

To review the progress toward approving and publishing policies based on the list agreed at the meeting of the Staffing Committee held on 12<sup>th</sup> October 2022. [P] [CLERK]

### 8. To Review the Training Matrix.

To ensure that the training matrix reflects the needs of the Parish Council and confirm that the appropriate training and development has been completed. [P] [CLERK]

### 9. New Matters to be Carried Forward

Councillors may raise an item for consideration by the Chair.

### 10. Council to Decide if to Exclude Members of the Public and Press for the Following Item(s) [V]

[V] Vote Required [P] Paper Included [O] Link to Online Material [Initials] Lead Member/Officer

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 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 Monday 3<sup>rd</sup> July 2023.