

# METHERINGHAM, SOTS HOLE AND TANVATS PARISH COUNCIL

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**To Staffing Committee members:** Councillors Byatt, Cleland, Holmes, Kendrick, and Wilson.

You are hereby summoned to a meeting of the Staffing Committee which will be held in the Pavilion, Prince's Street on Tuesday 16<sup>th</sup> October 2018 at 14:00. Prior to the official start of the meeting a public forum will be held if required. The public may address the committee between 14:00 and 14:15 on current matters or issues which may become future agenda items and your attendance is also requested during this period.

*S.D. Stafford*

Signed: \_\_\_\_\_

Sharon Stafford  
Clerk to Metherringham Parish Council  
Date: 11<sup>th</sup> October 2018

## **STAFFING COMMITTEE AGENDA** **16<sup>th</sup> October 2018**

1. **To elect a Chairman of the Committee**
2. **To resolve to accept Apologies for Absence and reasons given in accordance with Local Government Act 1972 s85(1).**
3. **Members Declarations of Interests:**
  - a) Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with Metherringham Parish Council's Code of Conduct.
  - b) Dispensations: To consider and grant dispensation to relevant members in accordance with Metherringham Parish Council's Code of Conduct.
4. **Notes of the Staffing Committee Meeting held on Monday 16<sup>th</sup> April 2018, to be approved and signed as the minutes (circulated with agenda).**
5. **Procedures/Policies:** To consider the schedule to review policies/procedures relevant to the staffing committee (Appendix A attached).
6. **Meeting Dates:** To consider and resolve the schedule of meeting dates for 2019.
7. **Future Agenda Items:** To consider any items for a future meeting agenda.
8. **Date, time and venue of next meeting:** TBC

9. **Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and the Public:** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
10. **Probationary Period:** To consider and resolve to formally approve the appointment of the Administration Assistant/Local Access Point Advisor, following satisfactory completion of the six month probationary period and review (circulated with agenda).
11. **Merit increases:** To consider and resolve merit increases for employees due to increased responsibility.