



## ST CUTHBERT (OUT) PARISH COUNCIL

### COUNCIL SUMMONS: STAFFING COMMITTEE

Public Notice is hereby given that a meeting of St Cuthbert (Out) Parish Council Staffing Committee, which Committee Members are summoned to attend, will be held at Wookey Hole Community Hall, BA5 1BB on Monday 18th October 2021 at 7pm.

Michele Exton

**PARISH CLERK**

St Cuthbert (Out) Parish Council  
c/o Monitoring Officer, Mendip District Council,  
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The Chairman will begin the formal business of the Council which is open to the public to attend; during the meeting there is an opportunity for Members of Public to speak.

Visit the website to view all supporting papers for the agenda below. CONFIDENTIAL papers are only sent to elected members and are not available online. All documents are PDF (or equivalent) and can be downloaded to a suitable device.

## A G E N D A

**01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. [LGA 1972 s85\(1\)](#)

**02. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). *(NB this does not preclude any later declarations).*

**02.01.** To receive declarations of interest from Councillors on items on the agenda.

**02.02.** To receive written requests for dispensations for disclosable pecuniary interests (if any).

**02.03.** To grant any requests for dispensation as appropriate.

**03. EXCLUSION OF THE PRESS AND PUBLIC**

To agree any items to be dealt with after the Public and Press have been excluded from the meeting within the requirements of the [Public Bodies \(Admission to Meetings\) Act \(as amended\) 1960](#).

**Items 07 and 08**

**04. PUBLIC QUESTION TIME**

Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chairman. The Chairman will call from those who are indicating to speak; written questions can also be received in advance of the meeting (by email or letter to the Chairman or Parish Clerk). As issues raised in public session may or may not relate to items on the agenda, no resolution for action can be taken.

**05. MINUTES OF ST CUTHBERT OUT PARISH COUNCIL STAFFING COMMITTEE HELD REMOTELY ON MONDAY 19<sup>TH</sup> OCTOBER 2020**

To approve the minutes of the Staffing Committee held remotely on Monday 19<sup>th</sup> October 2020 (attached).

**06. WORKLOAD INFRASTRUCTURE**

To consider the staff's workload and to decide on further actions.

**07. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

To consider CPD for staff including implications for the Council's budget (ANNEX E).

**08. ANNUAL APPRAISAL OF THE DEPUTY PARISH CLERK**

To undertake the Deputy Parish Clerk's annual appraisal (ANNEX A, C, D).

**09. ANNUAL APPRAISAL OF THE PARISH CLERK**

To undertake the Clerk's annual appraisal (ANNEX B, C, D).

**10. DATE AND VENUE OF NEXT MEETING**

TBC.