



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 will be held in Coxley Memorial Hall, Coxley on Tuesday 23rd April 2024, at 7pm.

Lisa Pool

PARISH CLERK

St Cuthbert (Out) Parish Council
Council Offices
Cannards Grave Road
Shepton Mallet
BA4 5BT
T: 07496 198032
E: parishclerk@stcuthbertout-pc.gov.uk
W: www.stcuthbertout-pc.gov.uk

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 not available on line. 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

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).*

03. EXCLUSION OF THE PRESS AND PUBLIC

To agree any items to be dealt with after the Public and Press has been excluded from the meeting within the requirements of the [Public Bodies \(Admission to Meetings\) Act \(as amended\) 1960](#). **Item 07 & 08** to exclude Press and Public.

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 THE STAFFING COMMITTEE HELD ON TUESDAY 20TH FEBRUARY 2024.

To confirm and sign as a correct record the Minutes of the Staffing Committee on Tuesday 20th February 2024 (attached).

06. APPRAISAL POLICY & DOCUMENTATION

To approve the Appraisal Policy & employee appraisal documentation (ANNEX A).

07. REECE COULSON: APPRAISAL

To discuss Reece's first 6 months as Assistant Clerk, based on his completed form based on job objectives and his & his Line Managers' summaries and to confirm and identify new areas with Reece for his Action Plan 2024-25 (ANNEX B-Confidential).

08. LISA POOL: APPRAISAL

To discuss Lisa's first 6 months as Parish Clerk, based on her completed form based on job objectives and her summary and to confirm or identify areas for her Action Plan 2024-25 (ANNEX C-Confidential).

[Should the policy and documentation not be approved (Item 06), a minuted discussion on Items 07 and 08 will be required based on job objectives and employee input.]

10. DATE AND VENUE OF NEXT MEETING: MONDAY 14TH OCTOBER 2024