

SUTTON PARISH COUNCIL

Clerk: Mrs R A Hughes. The Glebe, 4 High Street, Sutton, Ely, Cambs, CB6 2RB.
Tel: 01353 777189 Email. office@sutton-cambs-pc.gov.uk

NOTICE OF MEETING: Personnel Committee
TIME: 7pm
DATE: Tuesday 27th September 2022
VENUE: The Pavilion, The Brook, Sutton.

Dear Sir/Madam

All members of the Personnel Committee of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Signed..... Clerk to the Council

20th September 2022

MEMBERS Mr M Inskip Mr B Browne Mr L Jordan
Mr B Watson Mr A Newton

QUORUM: 3 Members

A G E N D A

01/22 To elect Chairman for 2022/2023.

02/22 To receive apologies for absence.

03/22 To appoint a Vice-Chairman for 2022/2023.

04/22 To receive declarations of interest.

- a) Councillors to declare any personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.

05/22 To approve minutes of meeting of 14th March 2022 (attached)

06/22 Public Participation.

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

07/22 Employee Handbook

1. To consider and approve updated Employee Handbook.

08/22 It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at agenda items 08/22 it is advisable in the public interest that the public and press be temporarily excluded from this meeting and are herewith instructed to withdraw.

1. To receive report from the Clerk on Mr A Clarke – Caretaker End of Probation Period.
2. Clerk to report on annual staff appraisals.

09/22 To consider staff resources and budget requirements.