ST DENNIS PARISH COUNCIL

19th of November

To all Members of St Dennis Parish Council

Dear Staffing Committee Member,

You are hereby summoned to a meeting of St Dennis Parish Council Staffing Committee to be held at Claytawc, Fore Street, St Dennis on Wednesday 25th November 2026 at 3.40pm for the purpose of transacting the business stated in the agenda below.

Yours faithfully,

Tamsyn Moore
Clerk & RFO

1. Apologies for Absence

To receive apologies for absence and note apologies not received

2. Declarations of Interest

a) Pecuniary Interests: To receive Declarations of Pecuniary Interests as declared on the Register of Interests.
b) Non-registerable Interests: To receive Declarations of Non-registerable Interests.
c) Dispensations: The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.
d) Gifts & Hospitality: To declare any gifts or hospitality in line with the Council's Code of Conduct

3. Public Participation

To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

4. Committee Meeting Minutes

To receive and resolve to adopt the minutes of the Staffing Committee meeting held on Tuesday 18th August 2026 to allow the presiding Chairman to duly sign.

5. **To agree the purchase of wellington boots for a staff member**
6. **To consider the appointment of a permanent member of office staff to fill the current vacancy and agree any associated actions and costs.**
7. **Temporary Staff**

To review the current appointment of a temporary staff member and agree any associated actions.

8. **To agree the Clerk's working arrangements**
9. **To agree the Clerk's overtime allowance**
10. **To agree a date for the Clerk's appraisal**
11. **Staff Training**
12. **To agree employment policies for review**
13. **Confidential Matter(s)**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted –

14. **To review all staff contracts and agree any associated actions.**

Items to include but not limited to:

- Annualised Hours
- Pay Scales
- Pay Scale Review Dates
- Christmas Leave
- Christmas Cover

15. **To review other ongoing confidential staffing matters and agree any further actions**

This meeting has been advertised as a public meeting and as such could be filmed or recorded.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.