

Kelvedon Parish Council

The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

Personnel Sub-Committee

2 June 2016

To members of the Personnel Sub-Committee:

Cllrs Anderson, Buttery, Hooper, W Humpington, Lancashire, Pilbeam

Members of the Personnel Sub-Committee are summoned to attend a meeting immediately after the 7.30 pm Finance Committee meeting on Wednesday 15 June 2016 in the Council Chamber to transact the business shown in the agenda.

Members are reminded to declare any disclosable pecuniary or non-pecuniary interests at item PS5/16-17, or as they arise on the Agenda.

The public and press are welcome to be present.

Philippa Potter
Parish Clerk

A G E N D A

- PS1/16-17 Election of Chairperson for 2016-17**
To elect the Chairperson of the Personnel Sub-Committee for 2016-17.
- PS2/16-17 Election of Vice-Chairperson for 2016-17**
To elect the Vice-Chairperson of the Personnel Sub-Committee for 2016-17.
- PS3/16-17 Apologies for Absence**
To receive any apologies for absence.
- PS4/16-17 Minutes**
To confirm the minutes of the Personnel Sub-Committee meeting held on 9 March 2016.
- PS5/16-17 Declarations of Interest**
The Chairman to invite Councillors to declare any appropriate disclosures.
- PS6/16-17 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- PS7/16-17 Terms of Reference**
To agree the revised terms of reference
- PS8/16-17 Vote on Private Session**
- Exclusion of Press & Public**
The sub-committee members are asked to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to meetings) Act 1960 as the following items contain confidential information.

PS9/16-17 Clerk – Contract

PS10/16-17 Clerk – Joining the Local Government Pension Scheme

PS11/16-17 Staff Pay Scales

PS12/16-17 Date of next meeting
14 September 2016 (following Finance) if required.