

# Bradwell Parish Council



Dear Councillor

8<sup>th</sup> September 2021

You are hereby summoned to attend a meeting of the **Staffing & Standards Committee** to be held at Bradwell Bowling Club on Tuesday 14<sup>th</sup> September 2021, at 6.30pm

## **AGENDA**

**2109-S126) To elect Staffing Committee Chairman.**

**2109-S127) To receive apologies for absence**

**2109-S128) Exclusion of the Press and the Public** To resolve that in accordance with **Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960** and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

**2109-S129) To receive declarations of Interest**

Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Bradwell Parish Council's Code of Conduct.

**2109-S130) Minutes of Last Meeting**

For information only; minutes of 6<sup>th</sup> July 2021 were approved at the Annual Parish Council meeting of 31<sup>st</sup> August 2021.

**2109-S131) Clerk's Report**

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 6<sup>th</sup> July 2021 (circulated at Appendix 1).

**2109-S132) Items for consideration and resolution**

- a) Resolution required whether to employ an assistant to the Parish Clerk on a zero hours contract, to be called to work on an ad-hoc urgent basis to see the Parish Clerk through her current busy working period.
- b) Following the resignation of the Parish Clerk, to agree the recruitment process of a replacement Parish Clerk.
- c) To consider the Clerk's offer to change to a zero-hour contract at the end of her 12-week notice period, to assist the training/handover of the replacement Parish Clerk.

Yours sincerely,

*C Bacon*

**Clerk**