



HENSTRIDGE PARISH COUNCIL

Clerk: Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

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NOTICE TO MEMBERS

You are requested to attend a meeting of the Personnel Committee of Henstridge Parish Council to be held at the Village Hall, Ash Walk, Henstridge, on Thursday 10th May 2018 at 7.00pm

AGENDA

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: The Code of Conduct, Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. In normal circumstances this will be restricted to approximately 15 minutes in total and shall be at the Chairman's discretion. Please note, items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the agenda should be put to the Clerk in writing prior to the meeting as listed in the final item.

1. **To receive any apologies for absence**
2. **To receive any declarations of interest in items on the agenda**
3. **To approve as a correct record the minutes of the previous meeting held on 20th November 2017.**
4. **To note new pay scales as agreed by NALC and to agree to recommend that the Parish Council adopts these.**
5. **Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.**
6. **To note completion of the Clerk's appraisal and agree to recommend that the Clerk may be awarded an incremental pay rise from SCP24 to SCP 25, in line with her contract of employment.**
7. **To review the salary scales relevant to the Clerk's post and agree any recommendations to make to the full Council**
8. **Date of Next meeting** – The next Personnel Committee meeting will be held on **Monday 29th October 2018**. All items for inclusion on the agenda and all items to be listed under issues arising from previous meetings must be received by the Clerk by **9.00am on Thursday 18th October 2018.**

**Zöe Godden
Parish Clerk**