

Albrighton Parish Council



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Summons

To all members of Albrighton Parish Council – Councillors: Beechey, French, Illes, Lumby, Robinson and B Watson

Dear Councillor,

You are hereby summoned to the **Personnel Committee** meeting of Albrighton Parish Council, to be held on **Monday 4th October 2021**, at **6.30pm** at The Library & Parish Council Offices, Station Road, Albrighton, Nr. Wolverhampton. WV7 3QH.

Clerk : Clare Turner

Date : 29th September 2021

AGENDA

1.	Welcome
2.	Apologies for Absence To receive, consider and accept, as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972. Councillors who cannot attend the meeting are requested to tender their apologies to the Parish Clerk prior to the meeting.
3.	Code of Conduct <u>Disclosable Pecuniary and other Interests.</u> Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are

	reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.
4.	Terms of Reference for Personnel Committee The Committee to discuss the terms of reference and conduct of the Personnel Committee deferred from the meeting held on 23 rd August 2021.
5.	Exclusion of Press and Public To resolve: The under Section 100(A) Local Government Act 1972, the press and public to be excluded from the remainder for the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.
6.	Minutes The Committee to received, review and agree the minutes and the Confidential Minutes of the meeting held on the 23 rd August 2021. - Appendix A attached - Appendix B to be tabled at the meeting
7.	Staffing Structure The Committee to receive a verbal update regarding the report from the Clerk regarding the request for the staffing structure - Report to be Tabled at the Meeting
8.	Staffing Update The Council is to receive a verbal update regarding the report provided from the Clerk with regard to staffing. - Report to be Tabled at the Meeting
9.	Date of Next Meeting - Full Council Meeting - Thursday 7 th October 2021