

## NOTICE OF HEMSBY PARISH COUNCIL PERSONNEL COMMITTEE MEETING

You are hereby invited to the Hemsby Parish Council Committee Meeting at the Parish Office on: **Thursday 12<sup>th</sup> September 2019 at 6.30pm**  
Members of the press and public are invited to attend

*Sarah Hunt*

Sarah Hunt  
Locum Parish Clerk

### AGENDA

**1. THE MEETING WILL ELECT A CHAIR.**

**2. ATTENDANCE**

To note those present and consider apologies for absence.

Parish Council members are: Scott Bensly, Caz Eden, Dudley Tucker.

**3. DECLARATIONS OF INTEREST AND DISPENSATIONS**

3.1 To consider the process for dispensations – either via the Clerk or by Full Council.

3.2 To consider any dispensations.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

**4. MINUTES OF PREVIOUS MEETING**

None – this is the inaugural meeting.

**5. PUBLIC FORUM**

5.1 To receive comments from members of the public, restricted to 5 minutes per person, on matters elsewhere in the agenda. Item to last no more than 20 minutes.

The Chair may RESOLVE that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

**6. TO RECEIVE THE RESIGNATION OF THE PARISH CLERK.**

To receive the resignation of the current Parish Clerk and confirm notice dates.

**7. TO DISCUSS THE TERMS OF APPOINTMENT/ADVERTISEMENT FOR THE ROLE.**

To agree an advertisement and terms of appointment.

**8. TO REVIEW AND AGREE A DRAFT CONTRACT FOR RECOMMENDATION TO FULL COUNCIL.**

To review the NALC draft contract and agree a draft to take to full council.

**9. TO REVIEW CURRENT SICKNESS/DISCIPLINARY POLICIES.**

Hemsby Parish Council, Parish Office, Kingsway, Hemsby, NR29 4JT  
Locum Clerk: Mrs Sarah Hunt Telephone: 01493 719235 Email: hemsbycc@outlook.com