

HEADCORN PARISH COUNCIL



Parish Office Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR
Tel: 01622 892496 Email: clerk@headcorn.org.uk

Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that the meeting of the STAFFING COMMITTEE for Headcorn Parish Council will be held on **Monday 8th March 2021 at 6:15pm**

This meeting will be held remotely under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

All members of the Council are summoned to participate to consider and resolve upon the business to be discussed. The agenda is set out below.

C Carmichael (Parish Clerk)

3rd March 2021

Members of the Public and Press are encouraged to attend the meetings and there is an opportunity to address the Committee at the beginning of the meeting.

BUSINESS TO BE TRANSACTED

1. (a) Apologies for absence received and confirmed by the Council.
(b) Enquiry whether anyone intends to film, photograph, or record any of the meeting.
(c) Declaration of Changes to the Register of Interests.
(d) Declarations of Pecuniary other significant Interests
(e) Requests for Dispensations.
(f) Declarations of Lobbying.
2. Public Session (Minute book closed)
3. To resolve that the minutes of the Staffing Committee Meeting held on 18th January 2021 be taken as read, confirmed as a correct record, and signed by the Chairman.
4. Matters arising
5. To review end of probation periods for staff.
6. To discuss and review rates of pay and pay scales for annual review date of April 1st.
7. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the next meeting.

Part 2 Exclusion of Public and Press –in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press are to be excluded from the meeting by the reason of the confidential nature of the items to be discussed.

1. To discuss personnel matters and agree actions required.

Meeting Closed