



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
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Tel: 01934 838802

Chairman: Councillor Stuart Sampson
Parish Clerk: Vacant
RFO: Gemma Palmer
Administrator: Catrin Lewis

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**All Council meetings are open to the
public and press**

TO: All Members of the Council

Dear Councillor,

You are summoned to a Staffing and Administration meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Wednesday 10th August 2022** at **7.30pm**. The meeting will consider the items set out below.

At the start of the meeting there will be a public participation session to enable the people of Congresbury to address the Council on any issue, subject to time available. Each speaker will be limited to a period of up to five minutes with a maximum total time of 15 minutes.

Emergency Evacuation Procedure for the Old School Rooms is the car park entrance

Chairman

AGENDA

1. Public Participation

This section may also include the following:

District Councillor's Report: Cllr Phil Neve (North Somerset Council)

Police Report: All crime statistics are now available on-line at:

<https://www.police.uk/pu/your-area/avon-somerset-constabulary/yeo-vale/>

2. Apologies for absence

To receive any apologies for absence and to approve the reasons given.

3. Declarations of Interest and to consider any written applications for dispensations

Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests from members for dispensations.

4. Appointment of chair of committee

To appoint a chair and vice-chair of the staffing and admin committee.

5. Terms of reference

Review the terms of reference for the committee and make recommendations for full council agreement.

6. Exclusion of Press and Public

Recommended – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider commercial matters.

7. Parish Clerk recruitment

a. Update on Parish Clerk recruitment.

8. Review appraisal process for all staff

- a. Review and agree to update appraisal policy
- b. Agree dates for appraisals for 2022-2023
- c. Review probation requirements

9. Review contracts for all staff

10. Review training requirements and propose budget

11. Review health and safety requirements for all staff

- a. DSE review
- b. Review and agree updates to the health and safety policy