



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
BS49 5DX

Tel: 01934 838802

Chairman: Councillor Stuart Sampson
Parish Clerk: Nicky Andrews
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

31st January 2023

Dear Councillor,

You are summoned to a Staffing and Administration meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 6th February 2023 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.

Nicky Andrews

Parish Clerk

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

A G E N D A

- 1. Public Participation**
- 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. Minutes of the previous meeting**
To confirm and sign the minutes of the meeting of the Staffing and Administration Committee meeting held on 5th December 2022
- 5. 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
- 6. Clerk update**
General overview, any staffing issues to be aware of, status of IT equipment, any additional training requirements identified.
- 7. To discuss Clerks probation period**
- 8. Annual Leave**
To discuss staff annual leave alignment
- 9. Staffing priorities for next Council term**