



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Email: clerk@aldingbourne-pc.gov.uk

NOTICE OF MEETING

You are hereby summoned to the Aldingbourne Parish Council Governance & Staffing Committee to be held in the Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA on Thursday 23 June 2022 at 7.00 pm.

AGENDA

1. Apologies for absence

Cllr Martin Beaton (personal).

2. Declarations of Interest

Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.

3. To elect Chair of Governance & Staffing Committee for 2022/2023 & agree Terms of Reference.

4. To receive and approve minutes of previous meeting

Nothing to note. First meeting.

5. Matters arising from previous minutes & action items

Nothing to note. First meeting.

6. Public Participation

The Public Forum will last for a period of up to 15 minutes during which members of the public may ask layout, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.

7. Personnel

- To note the end of the probationary period for the Clerk and move to permanent contract 1 February 2022.
- To agree the job description and person specification for an Administration Assistant (if required).
- To note new recruitment application form.
- To agree to adopt the NALC 2021/2022 pay scales (received April 2022 attached).
- To agree the pay scale of the Clerk LC4 points 50 – 54 and an Administration Assistant LC2 points 24-28 as per agreed contracts.
- To note Clerk undertaking CiLCA and timescale for completion June 2023.

8. Governance

- To review the policy schedule and agree adoption dates (copy attached).

- To agree the following policies:-
 - a. Bereavement/Compassionate Leave Policy
 - b. Broadcasting/Filming Policy

9. To agree the date of the next Governance & Staffing Committee Meeting
To be agreed.