

Date: Thursday, 24 June 2021

**To all members of the Staffing Committee of Burley Parish Council:** You are hereby summoned to attend the **Staffing Committee meeting** to be held at the Queens Hall on **Wednesday 30<sup>th</sup> June at 9.30am.**

By virtue of the Public Bodies (Administration to Meetings) Act 1960 s1, and The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, the meeting remains open for members of the public to join.



Members of the public wishing to join the meeting should contact the Clerk in advance.

*Clare Smith*

Parish Clerk

## **A G E N D A**

**1. To elect a Chairman of the Staffing Committee 2021/2022**

**2. To elect a Vice Chairman of the Staffing Committee 2021/2022**

**3. Apologies for Absence**

**4. Declarations of Interest**

To receive declarations of interest in respect of items on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from Members or Officers.

**5. Dispensation Requests**

To consider any dispensation requests received by the Clerk under the Localism Act 2011 s33.

**6. Public Participation**

Members of the public may make representations to the Committee in respect of the business listed on this agenda.

**7. Minutes of Previous Meeting**

To approve the minutes of the meeting of 22nd October 2020 (*ca*).

**8. Matters Arising from Previous Minutes**

**9. Exclude the Press and Public**

To resolve, in accordance with The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), to exclude the press and members of the public from the meeting due to the confidential nature of the business to be transacted.

**10. Letter of Resignation**

To receive the letter of resignation from the Assistant Clerk (*ca*).

**11. Review Staffing Requirements / Recruitment**

To review the Council's staffing requirements in light of the above resignation and agree a timescale for recruitment.

Date of next meeting: TBC