

Holme Valley Parish Council

To all Members of the Staffing Committee

You are hereby summoned to attend a Special meeting of the **Staffing Committee** to be held on **MONDAY, 24 JUNE 2019 at 7.00pm** in the **EXHIBITION ROOM, HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business:

- AGENDA -

- 1 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 7.00 pm**
As Local (Parish and Town) Council meetings can now be recorded, the Chairman to check if any members of the public wish to record the meeting, to ensure reasonable facilities can be provided.
- 2 To accept apologies for absence 7.01 pm**
- 3 To consider whether items on the agenda should be discussed in private session 7.02 pm**
- any recording by members of the public to be halted during such items
- 4 To receive Members' personal and disclosable pecuniary interests in items on the agenda 7.03 pm**
- 5 To consider written requests for new DPI dispensations 7.04 pm**
- 6 To accept the minutes of the Staffing Committee Meeting on 20 May 2019 numbered 1920 01 to 1920 08 as a correct record. 7.06**
- 7 Staffing Matters; 7.08 pm**
Staffing update. To consider a job description for the assistant Clerk post. Clerk to report.
- 8 Staffing Coordinator.** To consider the management of the Council Staff. Clerk to Report. **7.38pm**
- 9 Freedom of Information Act 2000 – to agree what information will be made available to the public 8.00 pm**
- To determine availability, or not, of supporting papers – under Council's Publication Scheme

Liz Bennett

Elizabeth Bennett
Trainee Clerk to the Council

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