

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

13 Oak Close
Bicester
OX26 3XD

07305 303889

clerk@launton-pc.gov.uk

19 September 2024

Councillors: You are hereby summoned to attend a Meeting of the Parish Council Staffing Committee to be held in Launton Parish Hall on **Tuesday 24 September 2024** at 12.30pm for the purpose of transacting the business itemised below.

Members of the Public: Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

STAFFING COMMITTEE AGENDA

1. To receive apologies for absence

2. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's Code of Conduct and to note any gifts and hospitality (please refer to the notes at the end of agenda).

3. To facilitate public participation with regard to items on the agenda

Public participation is limited to 30 minutes in total. Members of the public may make only one address to the Council of no more than three minutes' duration and only concerning topics on the agenda.

4. Clerk Resignation

- a. To note the resignation of the Clerk
- b. To note the leaving date
- c. To consider the procedure for the Clerk's final expenses and any accrued annual leave

5. Employment of a New Clerk

- a. **Job Description and Person Specification** – to consider the draft job description and person specification
- b. **Hours and Pay Scale** – to consider a review of the role following the SLCC Job Evaluation criteria
- c. **Contract** – to consider the contract wording
- d. **Advertisement** – to consider the wording for the advertisement

6. Locum Clerk – to consider the appointment of an interim locum Clerk

7. Finance

- a. Co-op Bank Account** – to consider the signatories and payment authority for the main bank account
- b. Lloyds Bank Account** – to consider additional signatories for the Parish Hall bank account

8. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 24 October

9. Date of next Parish Council meeting – Thursday 3 October 2024 at 7.30pm, in Launton Parish Hall

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Notes on declarations of interest

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012