

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ

Tel: 01451 820712

Email: clerk@bourtononthewater-pc.gov.uk

To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the Staffing Committee to be held at **7pm on Wednesday 17th May 2023** in the Salmonsbury Room at The George Moore Community Centre.

Meeting papers are available at the link [Papers](#)



Mrs Sharon Henley
Clerk/RFO

12th May 2023

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. Approval of the draft minutes of the meeting held on 29th March 2023.
4. Matters Arising:
5. Role of Committee Clerk: To note the resignation of the current postholder.
6. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to employment matters. As such, the press and public are excluded from the meeting.
7. Committee Clerk:
 - 7.1 To review existing role and agree any amendments required to the Job Description, Person Specification and job advertisement (Papers 1a, b & c)
 - 7.2 To agree a plan for recruitment and advertising of role. Employment of new member of staff to be approved by full Council.