

CHESWARDINE

PARISH COUNCIL

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4th April 2024

To: **Members of Cheswardine Parish Council Personnel Committee**

Dear Councillor

You are summoned to attend a meeting of the Personnel Committee of **Cheswardine Parish Council** which will be held on **Wednesday 10th April** at **6:30 pm** at **the Parish Hall, Podmore Road, Cheswardine, TF9 2FA**.

Yours sincerely



Wayne Salisbury - Clerk and Responsible Financial Officer

Agenda

Part 1

1. To receive apologies for absence

To receive any apologies for absence. Apologies for absence should be notified to the Clerk as soon as possible prior to the meeting.

2. Minutes of the previous meeting

To approve as a correct record the minutes of the meeting of the Personnel Committee held on Wednesday 11th October 2023 and discuss any matters arising which are not specific items on this agenda.

3. Declarations of Interest

To receive declarations of Members' interests. Members to disclose any pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of pecuniary interests, to leave the meeting prior to discussion of that item.

4. Public Participation.

A period not exceeding 15 minutes for members of the public to ask questions and submit comments.

Please submit your questions or comments to the Clerk by emailing the address above before 9 a.m. on the day of the meeting to ensure inclusion.

Please note that this opportunity for public participation is related to matters concerning personnel only.

5. Exclusion of Press and Public

It is recommended that the Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of the next items (part 2 of the meeting) on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.