



Members of the Personnel Sub Committee of the Parish Council are hereby summoned to attend the online Personnel Sub Committee meeting on Thursday 17<sup>th</sup> September 2020 at 2.00pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

*K Holland*

Kelly Holland  
Clerk to Canewdon Parish Council

11<sup>th</sup> September 2020

**AGENDA – Personnel Sub Committee meeting on 17<sup>th</sup> September 2020**

1. **Apologies for absence**  
To receive and approve any apologies for absence.
2. **Minutes**  
Acceptance of minutes from the Personnel Sub Committee meeting dated 30<sup>th</sup> June 2020 (appendix 1).
3. **To receive member's declaration of interests and dispensations in items on the agenda.**  
*Requests for dispensations should be requested from the Clerk the day before the meeting.*
4. **Public participation session with respect to items on the agenda and other matters that are of mutual interest.**  
Members of the public to contact the Clerk before 3pm on the day of the meeting to request access to the online meeting.
5. **Exclusion of press and public**  
The Parish Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2)
6. **Staff matters**
  - (a) To consider the information from the Clerk regarding the Litter operative/handyman;
  - (b) To note the new salary scales for the Clerk/RFO had been published and implemented (appendix 2).
7. **Future Parish Council meetings and events**  
The next online Parish Council Meeting will be held on Wednesday 7<sup>th</sup> October 2020 at 7.15pm.