

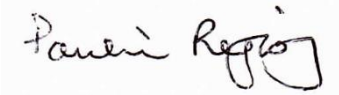
# Upper Rissington Parish Council

## Notice of Meeting

I hereby give notice that a Staffing Committee Meeting will be held in Upper Rissington Village Hall, Wellington Road on **Thursday 21 June 2018 at 5pm.**

**Members of the Committee** are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

**All Residents of the Parish** and **Press** are welcome to attend.



Pauline Rigby

Clerk to Upper Rissington Parish Council

15 June 2018

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## AGENDA

1. **Election of Committee Chairman**
2. **Apologies:** To receive apologies for absence.
3. To receive **Declarations of Interest** and consider **Applications for Dispensation**
4. **To Resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a:**  
The public and press should leave the meeting during the consideration of: ...
5. **Annual Leave Requests:** To consider and approve the Clerk's request for annual leave and acknowledge that regular voluntary overtime is counted towards annual leave entitlement.
6. **Overtime:** To review the process for reviewing and approving overtime.
7. **Clerk's Workload:** To consider the Clerk's responsibilities and workload, and determine the resources required to meet the demands of the Council, so that a recommendation can be made to the Council as a whole.
8. **Pension:** To confirm that the Clerk will be enrolled into the Council's approved pension scheme as required by auto-enrolment legislation.
9. **Annual Appraisal:** To agree the arrangements for the Clerk's annual appraisal.
10. **Items for Future Meetings:** No discussion may take place under this item.
11. **Date of Next Staffing Committee Meeting(s):** Thursday 18 October 2018