

# Snettisham Parish Council

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## Personnel Committee Agenda

Members of the committee are summoned and members of the press and public are invited to a meeting of Snettisham Parish Council Personnel Committee to be held on 28<sup>th</sup> July 2022 at **10.00am** for the purpose of transacting the following business. The meeting will be held in the Parish Council Office, 37 Lynn Road, Snettisham, PE31 7QA.

*C. Smith*

Claire Smith  
Clerk

Summons issued 22<sup>nd</sup> July 2022

### **AGENDA**

- 1 To elect a Chair for the Committee**
- 2 Members' declarations of interest**
- 3 Apologies and consideration of acceptance for absence**
- 4 Public Participation**
  - 4.1 To receive any questions from members of the Public. 15 minutes in total for this item, maximum 3 minutes per speaker.
- 5 Minutes**
  - 5.1 To receive the agree the minutes of 6<sup>th</sup> January 2022
- 6 To Resolve on moving into closed session on the grounds of confidentiality in accordance with the Public Bodies (admission to meetings) Act 1960 s.1(2)**
- 7 Staff Contracts**
  - 7.1 To review the contract, job description and salary of the village cleaner.
  - 7.2 To review the probationary period of the Clerk including hours of work and consider making a permanent appointment
- 8 Pensions Regulator Requirements**
  - 8.1 To note the re-enrolment legal duties as an employer and confirm re-enrolment date.