

# METHERINGHAM, SOTS HOLE AND TANVATS PARISH COUNCIL

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<http://parishes.lincolnshire.gov.uk/Metheringham/>

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You are summoned to a meeting of Metheringham Parish Council Staffing Committee, which will be held in the **Parish Council Offices, 15a High Street, Metheringham** on Tuesday 11<sup>th</sup> February 2020 at 9:00.

Signed: *Karen Steels-Tallett*

Karen Steels-Tallett

Clerk to Metheringham Parish Council

04<sup>th</sup> February 2020

## **AGENDA** **11<sup>th</sup> FEBRUARY 2020**

- 1. Chairman's Report**
- 2. To resolve to accept Apologies for Absence and reasons given in accordance with Local Government Act 1972 S85(1).**
- 3. Members Declarations of Interests:**
  - a. Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with Metheringham Parish Councils Code of Conduct.
  - b. Dispensations: To consider and grant dispensation to relevant members in accordance with Metheringham Parish Councils Code of Conduct.
- 4. Minutes:** To approve the minutes of the meeting 28<sup>th</sup> November 2019.
- 5. Pensions:** To receive an update on the WYPF pension deficit.
- 6. TOIL:** To consider a process for adoption.
- 7. Procedures:** To resolve to accept the Discipline & Grievance procedures in alignment with the staff handbook.
- 8. Staff Activity Report:** To receive an update from the Clerk; on annual leave and hours worked.
- 9. Terms of Reference:** To review the Staffing Committee Terms of Reference.
- 10. Meeting Dates:** To agree a schedule of meeting dates for 2020/2021

**11. Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and the Public:** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the press and public be excluded.

**12. Staff Appraisal Feedback:** To receive, discuss and accept the appraisal.

**13. Job Descriptions:** To resolve to accept revised job descriptions.