



Fremington Parish Council



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To: Members of the Finance & Personnel Committee: Cllrs D Chalmers, Mrs J Dyson, Mrs S Kingdom, A Rennles and T Wood
cc: All Members of the Parish Council

You are hereby summoned to attend an Extra-Ordinary meeting of Fremington Parish Council **Finance & Personnel Committee** which will be held on **Monday 21st August 2017 at 10am** in the Parish Council Office, 12 Higher Road, Fremington for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Victoria Woodhouse
Clerk to the Council

Date of issue: 15th August 2017

AGENDA

- 1 **Apologies** (Please make any apologies known to the Clerk)
- 2 **Declarations of Interest** - Members are reminded that all Interests must be declared at the beginning of the meeting and prior to the item being discussed
- 3 **To agree the agenda as published**
- 4 **Meeting Minutes – To approve and sign the Minutes of the Finance & Personnel Committee Meeting held on Thursday 27th July 2017 as a correct record** (Copies have already been circulated)
- 5 **Chairman's Announcements - To receive a report from the Chairman**
- 6 **Public Participation Period**
Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business relating to the Parish Council. The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business and shall not speak for more than 3 minutes. A question asked by a member of the public during this period shall not require a response or debate at the meeting.
- 7 **To resolve:** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information:
- 8 **To receive update on staffing issues**
- 9 **To receive the Handyperson's Resignation**
- 10 **To agree/amend as necessary recruitment paperwork including Advert, Application form, Job Description and terms of employment**
- 11 **To agree recruitment process**
- 12 **Close**