

Swillington Village Council
Clerk: Mrs K Goodare
Swillington Village Hall, Church Lane, Swillington, LS26 8DX
Email: clerk@swillingtonvillagecouncil.gov.uk



26th September 2023

You are invited to attend the next meeting of Swillington Village Council Staffing Committee, to be held on **TUESDAY 3RD OCTOBER 2023** at 6.30pm in Swillington Village Hall.

A handwritten signature in black ink, appearing to be 'Ke', representing Mrs K Goodare.

Mrs K Goodare (Clerk)

Members of the public are welcome to attend the meeting.

AGENDA

Part 1

1. Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2. 2.1 To receive apologies.
2.2. To approve reasons for absence given by councillors.
3. 3.1 To receive declarations of interest from councillors on items on the agenda.
3.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.
3.3 To receive, consider and decide upon any applications for dispensation.
4. To confirm the minutes of the meeting held on 27th June 2023 as a true and correct record.
5. To receive information on the following ongoing issues and decide further action where necessary:
 - 5.1 Life assurance
6. To receive and to consider actions and decisions to be taken:
 - 6.1 Report from the Chair on staffing appraisals
7. Review of and purchase of equipment for staff

Part 2

8. To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 for Part 2 of the agenda, due to the nature of the following business to be transacted being prejudicial to the public interest by reason of the confidential nature of the business.

9. To consider and decide on the updated contracts and job descriptions for Village Council staff including sick pay and annual leave content

Part 3

10. To notify the clerk of matters for inclusion on the agenda of the next meeting

11. To confirm the date of the next meeting as Tuesday 7th May

- 12.1 To note the dates and times of upcoming meetings