

RUNTON PARISH COUNCIL STAFFING COMMITTEE

Cllrs, Davidson (Chair) Edwards, Nichols, Rennison

You are hereby summoned to attend a meeting of Runton Parish Council staffing committee to be held at the Reading Rooms, East Runton, Cromer NR27 9PE on Wednesday 22th January at 7pm

Members of the public and the press are welcome to attend. Should you wish to ask a question or highlight an issue or comment on anything on the agenda please contact the clerk on 07519163895.

AGENDA

The Chair to welcome, members of the public

1. To receive apologies for absence.
2. To receive declarations of interest on matters on the agenda.
3. To approve minutes of a meeting of the staffing committee held on 2nd July 2024.
4. **To RESOLVE under the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded during the discussion of the following items due to their confidential nature**
5. Items for Discussion and or Resolution
 - a. To note and agree the terms of employment of the temporary clerk.
 - b. Timetable for recruitment of permanent clerk.
 - c. To agree job description.
 - d. To agree clerk specification.
 - e. To agree contract, salary, hours, annual leave, location.

Philip Stone (Parish Clerk)

Issued 15 .01.2025

