

Clerk to the Council
Mrs. D Taylor-Pitkin

Office Opening Hours:

Monday	CLOSED
Tuesday	10:00 – 14:00
Wednesday	10:00 – 14:00
Thursday	10:00 – 14:00
Friday	CLOSED

Porlock Parish



Council

Contact Details:
Parish Office
Old School Centre, West End
Porlock, Somerset.
TA24 8QD

Office Tel: 01643 863350
Email: porlockpc@gmail.com
<https://porlockparishcouncil.org>

Notice of Meeting of the Staffing & HR Committee for Porlock Parish Council

For the Attention of: Councillors L Allenby, S Ellicott, I Fraser, W Rayner & D Stanyon

You are hereby summoned to attend the following meeting:

Meeting of.... Staffing & HR Committee of Porlock Parish Council
Time.... 10:00am
Date.... Wednesday 24th August 2022
Place.... Parish Office, Old School Centre.

In order to comply with the latest Government Legislation and to ensure the Health & Safety of the Members and Officers of the PPC, if you would like to attend this meeting as either public or press please advise the Clerk by email: porlockpc@gmail.com or telephone 01643 863350.

Dated: 19th August 2022

AGENDA

D Taylor-Pitkin
Clerk to the Parish Council

1. Apologies.
2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions.
3. To appoint a Chairperson for this Committee.
4. To review and APPROVE a suitable advertisement for the Clerk Role.
5. To review the required working hours for the new Clerk role.
6. To discuss the requirement for a separate Responsible Financial Officer or Assistant Clerk.
7. To review and amend the job description provided by SALC.
8. To consider the SCP salary requirement for the new role.
9. Committee to review the list of locum clerks to provide cover in the interim.
10. Any items for report.
11. To confirm a date for the next Committee Meeting.



Staffing & HR Committee Members:

Cllr. Allenby
Cllr. Ellicott
Cllr. Fraser
Cllr. Rayner
Cllr. Stanyon



Members are reminded that the Council has a general duty to consider the following matters in the exercise of its functions: Equal Opportunities (race, gender, sexual orientation, marital rights and any disability), Crime and Disorder, Health and Safety, and Human Rights. This notice must be left at or sent by post to the usual place of residence of every Member of the Council, three days at least before the Meeting