

Clerk to Porlock Parish Council  
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# PORLOCK



Parish Room  
Old School Centre  
PORLOCK  
Somerset, TA24 8NP

## Parish Council

### Notice of a Meeting of the HR & Staffing Committee of the Parish Council

To: HR & Staffing Committee Councillors

You are hereby summoned to attend the following meeting:

Meeting of....	HR & Staffing Committee
Time....	9:30 noon
Date....	Friday 17 <sup>th</sup> March 2023
Place....	Parish Room at the Old School Centre

Dated 13<sup>th</sup> March 2023

#### AGENDA

  
Temporary volunteer Clerk

- 1. To RECEIVE Apologies for Absence and to approve reasons provided. (LGA 1972 s85 (1))**
- 2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.**  
*Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))*
- 3. To agree any items to be dealt with after the public, including the press, have been excluded.**
- 4. Public Participation.**  
*This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or providing comments on relevant matters (for a maximum of 3 minutes not exceeding 15 minutes in total). (LGA1972 sch12, paras 10(2) (b))*
- 5. To AGREE process to recruit new Clerk.**
- 6. To AGREE process to recruit OSC cleaner.**
- 7. To REVIEW all PPC employees' contracts and job descriptions and set up a programme of meetings between Employer and Employee for appraisals.**
- 8. To consider Term Contractors and other contracted service providers**