



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

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To: All Members of the Personnel Committee

12th November 2019

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 19th November 2019 after a meeting of the Property Committee, expected start time 7.30pm** in the **Council Chambers, the Amenity Centre, Main Street, Yaxley.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PER39. APOLOGIES**
To receive and accept apologies for absence.
- PER40. MEMBERS DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PER41. MINUTES**
To approve as a correct record the Minutes of the Meeting of the Personnel Committee held on 18th September 2018 (attached).
- PER42. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for member of the public to address the Council.
- PER43. ACTION PLAN**
To consider the Committees projects included within the Action Plan and to identify any additional schemes prior to the budget setting – copy of the relevant page(s) are attached.
- PER44. BUDGET 2019/20**
To receive and note the actual spend to September 2019, the predicted against 2019/20 and the Budget for 2020/21 prior to its submission to full Council - report attached.

- PER45. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- PER46. OFFICE ADMINSTRATOR**
To approve the job description for the Administrators role.
- PER47. STAFFING STRUCTURE**
Attached.
- PER48. STAFFING UPDATE**
- PER49. FINANCE OFFICER**
To approve the renewal of the contract for the Finance Officer – report attached.
- PER50. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 21.30