



31st October 2018

NOTICE OF FORTHCOMING MEETING

Please note the meeting originally held on 29th October was adjourned during item 18/307 (due to time constraints) and is being reconvened on Monday 5th November 2018. The Agenda remains as detailed below:

Monday 5th November, 7.30pm at the Parish Office, 1 Windsor Parade		Pay & personnel sub-committee
18/301	Apologies for Absence	Members: J Roberts (Chair) B Thomas (Vice-chair) D Gunter L Davison-Williams J Selley Minutes: Mrs C Callen
18/302	Specific Declarations of Interest (<i>Cllrs may make declarations pertaining to the agenda at this point or at any point during the meeting</i>)	
18/303	Matters Arising – <i>for information only</i>	
18/304	To approve minutes of the Pay & Personnel sub-committee meeting held on 16 th July 2018	
18/305	Exempt Business - Resolution to exclude members of press and public from debate on agenda items 306 to 314(Standing Order 67) "That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.	
18/306	To retrospectively approve the amended seasonal working hours for the Grounds/Facilities Management Person	
18/307	To approve the Annual Appraisals for the staff	
18/308	To consider and approve pay review for all staff in line with contract	
18/309	To retrospectively approve the working hours for the Play Area Keyholder	
18/310	To review and approve the Clerks training costs budget	
18/311	Update on the April 2019 Pay Increase	
18/312	To approve the Parish Office closure dates for the Christmas period	
18/313	To consider and approve carrying forward holiday allowance or be paid for untaken holiday in excess of 20 days for the Assistant Clerk	
18/314	Any other business of an <u>urgent nature or for inclusion on the next agenda</u> – <i>for information only</i>	