

Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT A PERSONNEL COMMITTEE MEETING OF PONTESBURY PARISH COUNCIL WILL TAKE PLACE ON WEDNESDAY 20 JULY 2022 AT 6.45PM AT THE PAVILION, HALL BANK.

www.pontesburyparishcouncil.org.uk Please contact the Parish Clerk clerk@pontesburypc.org.uk if you wish to attend.

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **ELECTION OF VICE-CHAIR**
- 3 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 4 **PUBLIC QUESTIONS AND COMMENTS** – (Fifteen minutes will be allowed)
- 5 **MINUTES OF COUNCIL** - To approve the Minutes of the Personnel/Human Resources Committee Meeting held on 1st June 2022
- 6 **EXCLUSION OF THE PUBLIC**
To consider exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).
- 7 **APPOINTMENT OF FINANCE/ADMIN OFFICER** – to consider the following: (*Agenda paper to follow by email*)
 - i) Appointment of Finance/Admin Officer who will work alongside Clerk to progress towards taking on RFO role by April 2023, subject to satisfactory references
 - ii) Salary scale and salary scale point to be appointed at (*NJC pay scales document attached*)
 - iii) Contract/terms & conditions for Finance/Admin Officer
 - iv) delegated authority to Clerk/Chair to agree exact duties/Job Description and induction programme with Finance/Admin Officer
 - v) Training for Finance/Admin Officer
- 8 **DATE AND TIME OF NEXT MEETING** – to agree date of next meeting



Clerk to the council 15/07/2022