

EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, TN12 5BT
Clerk to the Council, Mrs M. Piscina,

Telephone: 01622 871309 Website: www.eastpeckham-pc.gov.uk Email: councilmanager@eastpeckham-pc.gov.uk



Dear East Peckham Parish Councillors,

YOU ARE HEREBY SUMMONED TO ATTEND a Staffing Committee meeting of the Parish Council on Wednesday 20th November 2024 in the Meeting Room at Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 6pm.

12th November 2024

M. Piscina

Assistant Clerk of the Council

NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

- **The meeting is closed to the public due to the confidentiality of the topics to be discussed.**
- Mobile phones must not be used during meetings
- Only one conversation may happen at a time, councillors who wish to speak should raise their hand and await acknowledgement from the chairman
- All decisions require a proposer and a show of hands, a seconder is recommended.
- Councillors are reminded of the seven Nolan Principles and Code of Conduct for conduct of people in public life.

Agenda

- 1 Apologies for absence, absences, attendees
- 2 Staff Appraisal Policy (revised)
- 3 Terms of Reference (revised)
- 4 Staff Time Sheet
- 5 Staff Disciplinary Policy
- 6 Staff Annual Leave Policy (includes Toil and overtime)
- 7 Staff Appraisals (who does what)
- 8 Staff salary pay award
- 9 Staff Training update
- 10 Staff Hours and days worked.
- 11 What office tasks are covered by who?
- 12 Next meeting date