

**Meeting of
Cheverell Magna Parish Council Human Resources Committee**

To Councillors Burgess, Morillo-Hall, and Porter
You are hereby summoned to attend a meeting of Cheverell Magna Parish Council Human Resources Committee,

**at 10.45am on Wednesday, 17th November 2021
at The Pavilion, Witchcombe Lane,
Great Cheverell SN10 5TJ**

SGlen

Sarah Glen, Parish Clerk 10th November 2021

AGENDA

Agenda Item	Description	Proposer/Action
1/21	Councillors in Attendance	Information
2/21	Public in Attendance	Information
3/21	Election of Chair	
4/21	Apologies for Absence: To receive, approve and record reasons for apologies for absence.	To be agreed and recorded
5/21	Disclosures of Interest: Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 14b) or other interest (Standing Orders 14c) in respect of matters being considered by the Council. To record any Dispensations granted to discuss relevant items of Council business.	Cllrs to declare any interest in items on the agenda
6/21	Open Forum	
7/21	Confidential Session Recommendation: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted	Chair
8/21	Probationary Period To consider approval of the completion of the clerk's probationary period. (Employment contract 4.10)	
9/21	Award of Salary Point for Examination Success	

	To consider award of a salary point for completion of the Certificate in Local Council Administration (Employment contract 9.3)	
10/21	Recruitment of a new Clerk To consider and approve the salary point, job description, advert, and application process for the recruitment of a new Clerk /RFO	

Date of next Meeting of Cheverell Magna Parish Council:

Monday, 6 December 2021, 7.30pm

at The Pavilion, Witchcombe Close

**For more information, please see the Council's website at
WWW.GREATCHEVERELL.ORG**