



## **WITHYHAM PARISH COUNCIL**

To all Members of **THE STAFF & ADMINISTRATION COMMITTEE**

You are summoned to attend a meeting of the **Staff & Administration Committee** to be held at **The Old Station**, Station Road, Groombridge on **WEDNESDAY 23<sup>rd</sup> NOVEMBER 2022** at **7pm** when it is proposed to transact the following business:-

*Deborah Siddle, Clerk*

*17<sup>th</sup> November 2022*

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***There is a 10-minute opportunity for members of the public to address the Committee. Members of the public may attend meetings via Zoom (access details are at the end of this agenda) or attend in person.***

Please note that whilst all Committee meetings are public meetings, the nature of the agenda items at Staff Committee will require the meeting to be closed to the press and public for the majority of the meeting.

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. *CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS 4-15 PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS***
- 4. PREVIOUS MINUTES & MATTERS ARISING**
- 5. TO CONSIDER COMMUNITY WARDEN ROLE**
- 6. TO NOTE SALARY AWARD**
- 7. TO NOTE COMPLETED APPRAISALS**
- 8. TO CONSIDER INDEPENDENT REVIEW OF ADMINISTRATOR/ VOLUNTEER FACILITATOR ROLE AND RECOMMENDATIONS**
- 9. TO CONSIDER INDEPENDENT REVIEW OF OVERTIME AND RECOMMENDATIONS**
- 10. TO CONSIDER 2023/24 STAFF AND TRAINING BUDGET LINES**
- 11. TO CONSIDER GUIDELINES FOR COUNCILLORS WORKING ON PROJECTS**
- 12. TO CONSIDER RECOMMENDATION FOR NOTICEBOARDS**
- 13. POLICIES:**
  - 13.1 Councillor/Employee Policy (New - NALC/SLCC Template)
  - 13.2 Employee Code of Conduct
  - 13.3 Lone Worker policy
- 14. COUNCILLOR CONDUCT**
- 15. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA**
- 16. *TO INVITE THE PUBLIC TO RETURN TO THE MEETING IF THEY WERE EXCLUDED FOR THE PREVIOUS ITEMS***
- 17. DATE OF NEXT MEETING – to be confirmed, as required**

Join Zoom Meeting:

<https://us06web.zoom.us/j/89596151107?pwd=eUI2WWNTamgrbHFMK3JIZjc1elhUdz09>

Meeting ID: 895 9615 1107

Passcode: 323869