



## 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 **TUESDAY 28<sup>th</sup> NOVEMBER 2023** at **9.30am** when it is proposed to transact the following business:-

*Deborah Siddle, Clerk  
23<sup>rd</sup> November 2023*

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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 4-9 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. **NOTE SALARY AWARD**
6. **NOTE (VOLUNTEER) HIGHWAYS COORDINATOR'S HOURS**
7. **CONSIDER COMPLETED STAFF APPRAISALS**
  - 7.1 Consider suggestions for Council
  - 7.2 Agree a staff evaluation after the Parish Plan 2024-28 is written
  - 7.3 Agree increments to recommend to Finance Committee (Budget 2024/25)
  - 7.4 Agree updates to Community Engagement Coordinator Job Description
8. **CONSIDER 2024/25 STAFF AND TRAINING BUDGET LINES**
9. **POLICIES:**
  - 9.1 Bullying & Harassment
  - 9.2 Equal Opportunities
  - 9.3 Recruitment
  - 9.4 Sickness and Absence
10. **MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA**
11. **INVITE THE PUBLIC TO RETURN TO THE MEETING IF THEY WERE EXCLUDED FOR THE PREVIOUS ITEMS**
12. **DATE OF NEXT MEETING** – to be confirmed, as required

Join Zoom Meeting:

<https://us06web.zoom.us/j/82027061656?pwd=AnVfsaTHwL0UesyJH4WFpmTAB0FWo6c.1>

Meeting ID: 820 2706 1656

Passcode: 835556