

# SHEDFIELD PARISH COUNCIL

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*(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)*

**SUMMONS TO ATTEND  
PERSONNEL & PROCEDURES COMMITTEE MEETING  
AT SHEDFIELD SPORTS PAVILION  
10.30 A.M. WEDNESDAY 5 FEBRUARY 2020**

**AGENDA**

***PUBLIC AND PRESS ARE WELCOME***

1. Apologies for absence.
2. Co-option.
3. Declarations of interest.
4. To approve the Minutes of the Meeting held 30 September 2019.
5. Public Participation.
6. Terms of Reference.
7. Policy/Procedure Documents:  
Annual Review:
  - a. Risk:
    - i. Risk Management Policy.
    - ii. Risk Register.
  - b. Health & Safety/COSHH/REACH Policy.Bi-annual Review:
  - c. Complaints Procedure/Policy.
  - d. Disciplinary & Grievance Procedures.
8. Emergency Planning.
9. Staffing Matters:
  - a. Clerk Vacancy.
  - b. Cleaner.
  - c. Actual to Budget for Salaries and Pension.
10. Date of next meeting – 7.15 p.m. Monday 28 September 2020.

Signed *Mrs M Cooksley*  
Mrs M Cooksley, Clerk