

# SHEDFIELD PARISH COUNCIL

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

**SUMMONS TO ATTEND  
PERSONNEL & PROCEDURES COMMITTEE MEETING  
VIA ZOOM  
7.15 P.M. TUESDAY 26 MAY 2020**

The following Members are summoned to attend a meeting of the Personnel and Procedures Committee meeting, to be held 26<sup>th</sup> May 2020, via 'Zoom', at 7.15:

**Councillors:** M Jones (Chair), A Reading (Vice Chair), L Warren & J Warwick.

Dated: 20<sup>th</sup> May 2020

Signed: *Liz Manship*

Locum Clerk to Shedfield Parish Council

Members of the public & press are welcome at meetings of Shedfield Parish Council, unless precluded due to the confidential nature of business to be discussed. *Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the LGA 1972 Section 100*. Your views on agenda items are welcomed to inform decisions, so whilst the public & press may not speak when the council is in session, the Chair will invite those present to share views & questions during agenda item 4 'public participation'.

## AGENDA

1. **Apologies for Absence:** To receive and accept apologies for absence.
2. **Declaration of Interests:** To receive & accept Declarations of interest on agenda items.
3. **Approval of Minutes:** To approve the Minutes of the Meeting held 5<sup>th</sup> February 2020
4. **Public Participation**  
To hear public questions and comments on agenda items.
5. **Zoom:** To discuss and agree the two licence holders for 'Zoom Pro'
6. **Agendas, Minutes:** To discuss and agree minor amendments to the recording of agendas and minutes.
7. **Website:** To discuss and agree areas and priorities for update.
8. **Exempt Matters:** To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding items relating to staffing and the following decision making processes, where publicity might be prejudicial to the special nature of the business
9. **Finance Committee:** To discuss and agree attendance by the Clerk
10. **Decisions:** To begin to review, in consideration of staffing resource, the Council's decision making processes.
11. **Staff Review:** To review the current work situation and agree steps moving forward of:
  - a. Our Cleaner;
  - b. Our Assistant Clerk
  - c. Our RFO
12. **Clerk Vacancy:** To consider and agree:
  - a. The hours moving forward to be requested of the Locum Clerk
  - b. The appointment of a permanent Clerk
13. **Date of next meeting:** 7.15 p.m. Monday 28 September 2020.

Signed *Liz Manship*

Liz Manship, Locum Clerk.

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