

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

31st May 2017.

To Members of the Staffing Committee

Councillors Liz Burns, Stephen Giles-Medhurst (Chairman), Brenda Kersey, Jane Lay, David Major, Alex Michaels & Owen Roe.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 7<sup>th</sup> June 2017 at 9:00 am when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins  
Clerk to the Council

### AGENDA

- 1. Apologies for Absence**  
To receive and accept apologies for absence.
- 2. Declarations of Interest**  
To receive declarations of interest in items on the agenda.
- 3. Public Participation**  
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
- 4. To confirm the Minutes of the Meeting held on 8<sup>th</sup> March 2017.**
- 5. Committee Vice-Chairman**  
To appoint a committee Vice-Chairman for the current municipal year.
- 6. Staff Handbook**  
To consider updates to the above. (Clerk's report item 1.)
- 7. Clerk Recruitment Pack**  
To consider the draft of the above. (Previously circulated.)
- 8. Clerk's Report**  
To consider items on the Clerk's report not covered elsewhere on the agenda.
- 9. Exclusion of the Press and Public (Part II)**  
As the following items will consider matters related to the employment of staff a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100 & 102.
- 10. Living Wage**  
To consider the report from the Clerk. (See Clerk's report PII, item 1.)
- 11. Works Team Staffing**  
To receive an update from the Clerk. (See Clerk's report PII, item 2.)