

# **BREDHURST PARISH COUNCIL**



To all councillors: there will be an  
**ORDINARY MEETING OF THE PERSONNEL COMMITTEE TO BE HELD**  
**VIA MICROSOFT TEAMS**  
**On Thursday 11<sup>th</sup> March 2021 at 6.30pm**

## **DETAILS OF HOW TO ACCESS AND ATTEND THE MEETING ARE ATTACHED**

Members of the public and press are invited to attend. Attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. At the discretion of the Chair the meeting may be closed and then opened to the public for questions. Any items for full discussion will be placed on next month's agenda.

### **AGENDA**

**363. Apologies for absence**

To consider if apologies are acceptable.

**364. Declarations of interests**

To declare any pecuniary or non-pecuniary interests in matters to be considered on this agenda.

**365. Policy Review**

To receive and agree HR policies from HR Services and review if any additional hours are required.

### **ADJOURNMENT FOR A SHORT OPEN SESSION**

*Due to the confidential nature of the following items to be transacted these will be taken in Closed Session.*

**366. Contract of Employment (Clerk)**

To agree both fixed term contract for Locum Clerk and contract for Permanent Clerk.

**367. Job Description/Person Specification (Clerk)**

To agree the job description and person specification.

**368. Advertisement (Clerk)**

To consider and agree the draft advertisement.

**369. Close of meeting**

**370. Date of Next Full Parish Council Meeting - Wednesday 7<sup>th</sup> April 2021 at 6.30pm**

*Melanie Fooks*

Melanie Fooks, Parish Clerk, 5<sup>th</sup> March 2021

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