

**BRANSTON PARISH COUNCIL STAFFING COMMITTEE MEETING SATURDAY 17<sup>TH</sup>  
FEBRUARY, 2024, COMMENCING 12 NOON HENHURST SOCIAL CLUB, THE LOUNGE**

**Summons**

Members are summoned to attend the staffing committee meeting which is scheduled to take place on Saturday, 17<sup>th</sup> February, 2024, commencing 12 noon for the transaction of the business shown on the agenda below.

**Public Participation**

Members of the public and press are entitled to attend parish council meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings

Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. If possible prior notice to speak needs to be given to the Clerk by 12 noon on the day of the meeting: [clerk@branstonparishcouncil.gov.uk](mailto:clerk@branstonparishcouncil.gov.uk) or 01283 533011.

Any issues raised during public participation, no resolution for action can be taken unless already identified on the agenda.

A record of attendees during public participation shall be recorded.

The public question time shall not exceed 15 minutes unless by resolution or at the discretion of the chairman. If a member of the public wishes to share a document with council, these documents must be submitted to [clerk@branstonparishcouncil.gov.uk](mailto:clerk@branstonparishcouncil.gov.uk) by noon on the day of the meeting.

**The 7 principles of public life**

Selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Members are reminded of their duty under the Code of Conduct.

*Kay Lear*

Mrs Kay Lear, Clerk/Proper Officer



**AGENDA – STAFFING COMMITTEE MEETING  
SATURDAY 17<sup>TH</sup> FEBRUARY, 2024, COMMENCING 12 NOON**

**Public participation** - A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. Apologies for absence
2. Declaration of interest and dispensations
3. Election of Chair
4. Terms of reference

**UNDER THE PUBLIC (ADMISSION TO MEETINGS) ACT 1960 IN VIEW OF THE SPECIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW**

5. Staffing matter

*Kay Lear*

Kay Lear – Clerk/Proper Officer

10<sup>th</sup> February 2024