



Whitwick Community Office, 3a Market Place, Whitwick, Coalville, LE67 5DT  
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24<sup>th</sup> January 2025

Dear Staffing Committee Councillors (Cllr Peter Moulton (Chairman), Cllr Anthony Barker, Cllr Andy Roach),

## **NOTICE OF MEETING – STAFFING COMMITTEE**

I hereby give notice that the next meeting of the Staffing Committee will be held at Whitwick Park Bowling Pavilion, Whitwick Park, North Street, Whitwick, LE67 5HB on

**Thursday 30<sup>th</sup> January 2025 at 12.00pm**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The public and press are welcome to attend meetings of the Parish Council.

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Sharon Kaye'.

Sharon Kaye  
Parish Clerk

### **AGENDA**

**1. APOLOGIES**

To receive apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive any declarations of interest in regard to any agenda items.

**3. PUBLIC PARTICIPATION SESSION**

To receive representation and questions from the public in respect of items of business on the agenda.

**4. MINUTES**

To approve and sign the minutes of the Staffing Committee meeting held on:  
13<sup>th</sup> September 2024

**5. PARISH CLERK TRAINING**

To approve the Parish Clerk training programme, including ILCA and CiLCA.

**6. PARISH CLERK APPRAISAL**

To note the Parish Clerk's appraisal is due in February and any feedback is invited.

**7. STAFF SAFETY**

To receive and comment on staff safety arrangements including contractor site visits, lone workers, Community Office visitors.

**8. EXCLUSION OF PUBLIC AND PRESS**

To approve the exclusion of the public for the next agenda item.

*As the following agenda item includes confidential information it is likely to be considered with members of the public excluded from the meeting in accordance with The Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 sections 100 and 102 for the reason that the nature of the business of the Parish Council is of a confidential nature.*

**9. EXIT INTERVIEW**

To receive and comment on exit interview feedback and agree any subsequent action points.

**10. PENSION**

To approve the staff pension provision.

**11. NATIONAL INSURANCE CONTRIBUTIONS**

To note the expected cost to the Parish Council of the recent National Insurance increase.

**12. STAFFING COSTS FOR 2025-2026**

To note the expected staffing costs for the 2025-2026 financial year.

**13. DATE OF NEXT MEETING**

To note that staffing meetings are ad hoc and arranged as required.

**14. FUTURE AGENDA ITEMS**

To receive and note that all future agenda items should be raised with the Parish Clerk for consideration.

**N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.**

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.