

# **DRAYTON PARISH COUNCIL**

## **Notice of Meeting and Summons to attend**

**There will be a meeting of the Staffing Committee  
of Drayton Parish Council on  
Wednesday 31<sup>st</sup> August 2016 at 2pm in  
The Pavilion at the King George Fifth Playing Field, Drayton High Road,  
Drayton NR8 6AW**

### **MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND**

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording

### **AGENDA**

1. To receive and accept any apologies for absence
2. To receive Members' declarations of interest in agenda items
3. To adjourn the meeting to allow Members of the Public to speak in accordance with standing order 3 (e)
4. To exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of agenda items 5 to 11 because of the confidential nature of the business to be discussed. Any such discussion to take place after agenda item 12.
5. To receive report and consider actions following staff appraisals.
6. To confirm substantive employment of two employees following the end of their probation periods
7. To consider training contract for CiLCA qualification for the Clerk.
8. To consider pay awards following update on NJC agreed terms
9. To consider actions following advice from NALC.
10. To consider receiving advice concerning employee gratuity following recommendation from auditor's report.
11. Exchange of information.
12. To consider the date of the next meeting.

Signed:

**Jonathan Hall**  
**Clerk to Drayton Parish Council**

24 August 2016