

DRAYTON PARISH COUNCIL

To Parish Councillors: you are summonsed to attend the meeting below.

**There will be a meeting of Drayton Parish Council's Staffing Sub Committee
on Wednesday 18 September 2019 at 7pm
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 and requests for dispensations.
3. To adjourn the meeting to allow Members of the Public to speak in accordance with standing order 3 (e)
4. To consider exclusion of the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of agenda items 5 to 7 because of the confidential nature of the business to be discussed.
5. To receive data updating sickness and holiday records.
6. To note completion of probationary period of staff member and to confirm substantive employment onto the staffing roll.
7. To note recommendation from the Internal Auditor regarding the Clerk's working hours and to agree way forward to action.

Signed:



Jonathan Hall
Clerk to Drayton Parish Council

12th September 2019