

ST IVE PARISH COUNCIL

Millennium House, Century Square, Princess Road, Pensilva, Liskeard, Cornwall, PL14 5NF.

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Councillors and Committee Members are summoned to attend:-

**A Meeting of the St Ive Parish Council Personnel Committee to be held on
Monday, 5th June 2023 at 7.45pm in the Millennium House, Pensilva.**

The meeting will not be open to the public owing the confidential nature of the business being discussed.

AGENDA

1. Present.
2. Election of Committee Chairman for the forthcoming year.
3. Apologies for absence
4. Declarations of Interest on items on the agenda.
5. To approve the minutes of the personnel meeting held on the 11th April 2023.
6. Staffing update, appraisals, and reviews.
7. Volunteer update – response received from advertising for volunteers.
8. Employment contracts for existing staff.
9. To discuss the procedures for the recruitment of staff – to include advertising, applications, interviews, offer letter, terms and conditions and references.
10. To close the meeting.

J. Hoskin
Parish Clerk
26th May 2023