



NOTICE OF EXTRAORDINARY MEETING FINANCE & STAFFING COMMITTEE

The Finance and Staffing Committee will meet
on **Monday 15th August 2016 at 7:30pm**
at Catshill Village Hall, Golden Cross Lane, Catshill B61 0JZ

Committee members are required to attend

The meeting is open to the public and the press, who are welcome to attend and raise questions or comment on agenda items during Public Question Time

AGENDA

1. **Apologies for absence**
2. **Declarations of Interest (Members' Code of Conduct)**
Committee members are expected to declare the interest if an agenda item relates to their entry on the Members' Register of Interests, and to declare any Other Disclosable Interests if pertinent to items on this agenda. In the event of a Disclosable Interest members are required to leave the meeting during discussion of that item unless granted dispensation to do otherwise.
Members are requested to note the need to keep the register for the Declaration of Interests up to date.
3. **To consider members' written requests for dispensation** - such requests must be submitted in writing before the start of the meeting. Cllr O Sweeting and J Bate currently have dispensations in place relating to the Village Hall which will be relevant to Agenda Item 7.
4. **Adjournment of meeting for Public Question Time**
Members of the public are invited to speak on any agenda item. Time allowed up to 5 mins
5. **The meeting will re-open to consider the business listed below;** at any point in the meeting the committee may resolve to exclude the public on the grounds that the business to be transacted may relate to confidential matters which the council is obliged to consider privately as an employer or as a Data Controller.
6. **To reconvene to consider approval of minutes of meeting held 16/06/16**
7. **To receive an update on progress in relation to the appointment of Village Hall Supervisor**
(Draft job descriptions and person specification circulated for information)
To include feedback from the meeting with Richard Levett (Executive Officer, Worcester County Association of Local Councils) regarding the role of the Parish Council going forward.
8. **To resolve to close the meeting to the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be transacted**
9. **To agree the Parish Council's procedure and actions following receipt of the Assistant Clerk's notice of resignation.**
10. **Date and time of next meeting 13/10/16 a 7:30pm**

Rebekah Powell
Clerk to the Council, 08/08/16

Committee Members: Cllrs P Baker (Chair), T Gillespie (Vice-Chair) J Bate, P Callaway,
B McEldowney, M Shephard, O Sweeting
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