



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

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Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

To: All Members of the Personnel Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held on **Tuesday 17th September 2019** after a meeting of the **Property Committee** expected start time **8.00pm** in the **Council Chambers, The Amenity Centre, 48 Main Street, Yaxley.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

10th September 2019

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

PER29. APOLOGIES

To receive and accept apologies for absence.

PER30. MEMBERS DECLARATION OF INTEREST IN ITEMS ON THE AGENDA

To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.

PER31. MINUTES

To approve as a correct record the Minutes of the Meeting of the Personnel Committee held on 20th August 2019 (attached)

PER32. PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for member of the public to address the Council.

PER33. RISKS ASSESSMENTS

To review the following risk assessments:

- Driving for work
- Ride on mowers
- Strimmers and brushcutters
- Weed spraying
- Litter picking/emptying bins
- Trees
- Lone working
- Cemetery management
- Chainsaw

- PER34. APPOINTMENT OF GROUNDS MAINTENANCE SUPERVISOR**
To receive a verbal report from the Clerk.
- PER35. CHRISTMAS AND NEW YEAR OPENING HOURS**
To confirm the Christmas opening hours for the office/facilities.
- PER36. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- PER37. STAFFING MATTERS**
To receive a verbal report from the Clerk.
- PER38. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 21.30