



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

14th November 2017

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 21st November 2017 after a meeting of the Property Committee, expected start time 8.15pm** in the **Council Chambers, the Amenity Centre, Main Street, Yaxley.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PER21. APOLOGIES**
To receive and accept apologies for absence.
- PER22. 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.
- PER23. MINUTES**
To approve as a correct record the Minutes of the Meeting of the Personnel Committee held on 19th September 2017 (attached).
- PER24. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for member of the public to address the Council.
- PER25. ACTION PLAN**
To consider the Committees projects included within the Action Plan and to identify any additional schemes prior to the budget setting – copy of the relevant page(s) are attached.
- PER26. BUDGET 2018/19**
To receive and note the actual spend to September 2017, the predicted against 2017/18 and the Budget for 2018/19 prior to its submission to full Council - report attached.

- PER27. LEGIONELLA RISK ASSESSMENTS**
To receive the risk assessments for the Council's facilities – attached.
- PER28. 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.
- PER29. APPRAISAL UPDATE**
- PER30. JOB DESCRIPTION**
To consider updating the Clerk's job description – attached.
- PER31. FINANCE OFFICER**
To approve the renewal of the contract for the Finance Officer – report attached.
- PER32. 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