



Steeton-with-Eastburn Parish Council

Chairman Staffing Committee.

“Cote Close,” Thornhill Road, Steeton, W. Yorkshire, BD20 6SU.Tel: 01535 653070

clerk@steeton-with-eastburnparishcouncil.gov.uk

You are summoned to attend a Meeting of

Steeton-with-Eastburn Parish Council Staffing/Human Resources Committee

To be held at 7.00pm on Monday 24 May.

The Community Hub, Skipton Road, Steeton with Eastburn, BD20 6FE.

Agenda

1. **Apologies:** To note any apologies offered by members and to consider whether they be consented to.
2. **Disclosures of Interest**
To receive disclosures of pecuniary or non-pecuniary interest from members on matters to be considered at the meeting. The disclosure should include the nature of the interest. An interest must also be disclosed at the meeting when it only becomes apparent to the member during the meeting. Members may remain in the meeting and take part fully in discussion and voting unless the interest is a pecuniary interest. A non-pecuniary interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard the interest as so significant that it is likely to prejudice the member's judgment of the public interest. The member must withdraw from the meeting if the interest is pecuniary unless a dispensation has been obtained.
3. **Election of Chairman of the committee.**
As this will be the first meeting of the committee since the most recent annual general meeting where committee structure is established, a chairman will need to be elected by the committee.
4. **Recruitment of replacement Clerk/Responsible Financial Officer to the Parish Council**

Owing to the personal nature of the business to be transacted the council may resolve to exclude the public and press from this item

- i. Review of job specification, contract and salary scale
- ii. Preparation of application pack to include new job specification and salary scale
- iii. Preparation of Job advertisement for relevant press.
- iv. Set timescale for advert, deadline for receipt of applications, shortlisting and interview dates.

S. B. Thompson

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