

# MALPAS PARISH COUNCIL

**A REMOTE MEETING OF THE PERSONNEL COMMITTEE OF  
MALPAS PARISH COUNCIL WILL BE HELD ON  
MONDAY 15<sup>TH</sup> FEBRUARY 2021 USING ZOOM AT 7.00PM**

**(Any parishioners wishing to attend the meeting, please see  
below for details how to access the remote meeting)**

<b>NO</b>	<b>AGENDA</b>	<b>Presented By</b>
1.	APOLOGIES	Stg Item
2.	DECLARATIONS OF INTEREST Councillors to declare any interest under the following categories: Pecuniary interest, Outside Bodies interest and family, friend or close associate interest	Stg Item
3.	OPEN FORUM Malpas residents can raise issues with the Parish Council in open discussion	
4.	TERMS OF REFERENCE To consider the Terms of Reference for the Personnel Committee	Stg Item
	<b>PART TWO</b>	
	PRESS AND PUBLIC To resolve to exclude the press and members of the public as the items to be discussed relate to employment matters.	Stg Item
1.	APPROVAL OF THE MINUTES To approve the minutes of the Personnel Committee held on Monday 18 <sup>th</sup> January 2021	Stg Item
2.	CLERK'S WORKING HOURS AND ADDITIONAL HOURS 2.1 To consider Draft Job Description for Clerk 2.2 To agree framework for Clerk's Appraisal process	Stg Item