



## KINGSTHORPE PARISH COUNCIL

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To Members of the Committee:

In accordance with Schedule 12, Para 10 (2) of the Local Government Act 1972, you are hereby summoned to attend a **STAFFING COMMITTEE MEETING** on **THURSDAY 21<sup>ST</sup> SEPTEMBER 2023** commencing at **6PM**. The meeting will be held at the St Mark's Church Hall, 13 St Mark's Crescent, Kingsthorpe, NN2 8EG.  
Members of the press and public are cordially invited to attend

A Barnes

**Alison Barnes**  
**Clerk to the Council**  
**15<sup>th</sup> September 2023**

### AGENDA

1. **ELECTION OF A CHAIR**
2. **APOLOGIES AND REASONS FOR ABSENCE**
3. **DECLARATION OF MEMBERS' INTERESTS AND APPLICATIONS FOR DISPENSATION**  
Members are reminded to declare any interests which may arise on matters for discussion at the meeting
4. **MINUTES**  
To confirm the minutes of the meeting held on 20<sup>th</sup> March 2023
5. **ELECTION OF A VICE-CHAIR**
6. **DEPUTATIONS BY THE PUBLIC**  
Members of the Public are invited to address the meeting in accordance with procedures laid down in Standing Order 3 (d-g)
7. **TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTERS**
  - 7.1 Clerk Appraisal: Using the scoring matrix to evaluate staff progress
  - 7.2 To consider the recruitment of a Library Manager
  - 7.3 To consider a Job Description
  - 7.4 To consider a salary scale
  - 7.5 To consider an advert
  - 7.6 To agree a closing date
  - 7.7 To make any decisions as appropriate
8. **DATE AND TIME OF NEXT MEETING: TBC**