



Littlemore Parish Council

The Oxford Academy, Sandy Lane West

Littlemore, Oxford, OX4 6JZ

Tel: 07377 682216

Email: clerk@littlemoreparishcouncil.gov.uk

Members of Personnel

Committee:

Cllr Susan Aldridge, Cllr Michael Evans, Cllr David Henwood, Cllr Sue Stewart, Cllr Maggie Willis

Reserve: Cllr Janice Pullen

Dear Committee Members

You are hereby summoned to attend Extraordinary Personnel Committee Meeting of **Littlemore Parish Council** to be held at **The Oxford Academy, Sandy Lane West, Littlemore, Oxford, OX4 6JZ** on **Monday 9th August 2021** commencing at **7.00pm** for purpose of transacting the following business. Members of public and press are invited to attend

Members of public and press are invited to attend.

COVID 19 AWARENESS

- If you have had any of the main three symptoms of Coronavirus in the previous 14 days please **DO NOT** attend this meeting – High Temperature, a new, continuous cough and a loss or change to your sense of smell or taste.
- Wear a mask on entrance – until you are seated.
- Sanitise your hands before entering meeting room
- Due to limited space the meeting will only be able to accept 6 members of the public/press., once this number has been reached no further persons will be admitted.

R Wilkins

Richard Wilkins

Parish Clerk and RFO

4th August 2021

AGENDA

Public Forum – the first ten minutes are available for the public to express a view or ask a question on relevant Parish Council matters on the following Agenda.

P 12/21 Chairman Welcome

P 13/21 Apologies for Absence

P 14/21 Declarations of Interests:

To receive any declarations of disclosable pecuniary interest or other interests which members may have in terms of the items under consideration.

(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)

P 15/21 Minutes of Last meeting:

To receive and approve as correct record the minutes of the Personnel Committee meeting held on Tuesday 26th January 2021.

To move: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

P 16/21 Clerks Resignation:

Personnel Committee to note Clerks Resignation.

P 17/21 Discuss Process and Timetable for Appointing New Clerk:

Verbal update to be provided to Committee.

Committee to decide on recommendation to Full Council.

P 18/21 Clerk's Duties:

To discuss arrangements to cover the Clerk's duties until a permanent appointment is made.

Committee to decide on recommendation to Full Council.

P 19/21 Date of Next Meeting:

TBC