



Dear Councillor,

You are summoned to attend the meeting of the Parish Council Staffing Committee to be held at the Parish Council Office on **Friday 26<sup>th</sup> June 2026 at 11.00am**. The meeting will consider the items set out below.

### **Public Participation**

If any members of the public wish to attend and speak at the meeting, please contact the Clerk in advance by email at [clerk@moretonhampstead-pc.gov.uk](mailto:clerk@moretonhampstead-pc.gov.uk) or phone 01647 440041. The Clerk will explain the meeting process.

A public session will be held before the meeting to allow residents to ask questions or make comments to the Parish Council. Questions not answered at the time may receive a written response or be added to a future agenda. Public comments or questions are limited to three minutes.

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## **STAFFING AGENDA**

### **1. PUBLIC PARTICIPATION**

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3d to 3n.

### **2. APOLOGIES FOR ABSENCE**

To accept apologies for absence. Under Section 85 of the Local Government Act 1972 (LGA), members present should decide whether to approve the reason(s) given for absence.

### **3. DECLARATIONS OF INTEREST**

Under the Localism Act 2011 and the Council's Code of Conduct, members must declare any interests not already registered or notified to the Monitoring Officer. Requests for dispensations should be submitted in writing to the Clerk before the meeting.

### **4. MINUTES**

To accept as a true record the minutes of the meeting of the Staffing Committee held on 19<sup>th</sup> December 2025 *LGA 1972 Sch 12 para 41(1)*

### **Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS – STAFFING**

**5. The Chair to propose the following resolution – ‘That in view of the confidential nature of the business about to be transacted on personal employee matters, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’.**

### **6. APPRAISAL**

To conduct the Clerk's appraisal

**SIGNED:** *Samantha Parkin* (Parish Clerk)

**DATE:** 22/06/2026