

**DRAYTON PARISH COUNCIL
STAFFING COMMITTEE MEETING**

Members of the Staffing Committee are summoned to attend a meeting of the Committee to be held on **24th October 2024, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend.

Amy Pinkham
Parish Clerk & RFO

Date of Issue: 17th October 2024

AGENDA

1. To receive apologies and consider acceptance for absence.
2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.
3. To receive minutes of the meeting of the Staffing Committee held on 3rd October 2024 for approval. **S1**
4. To receive any questions or comments from members of the public on matters on the agenda.
5. To receive Clerk's Report on Committee matters arising from previous meetings. **S2**
6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure. **S3**
7. To receive draft budget for 2025-26 and consider recommendations for amendment. **S4**
8. To review and agree office opening hours following change in staffing structure. **S5**
9. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 10 and 11.
10. To consider car allowance scheme for the role of Deputy Clerk & Facilities Manager. **S6**
11. To consider increase in annual leave entitlement for all staff employed under the Green Book Terms and Conditions for approval by Council. **S7**
12. To note exchange of information.
13. To note the date and time of the next meeting is scheduled for 20th February 2024.