



# CATTERALL PARISH COUNCIL

1<sup>st</sup> August 2023

Dear Councillor

You are hereby summoned to attend a meeting of **Personnel Committee** on **Monday 7<sup>th</sup> August 2023 at 7:30pm** in the Parish Office at Catterall Village Hall.

*Emma Millington*

**Emma Millington**  
**Clerk to the Council**

## A G E N D A

- 1 Election of Chairman**
- 2 Apologies for absence**
- 3 Declaration of interests and dispensations**  
To receive from councillors, disclosures of pecuniary and non-pecuniary interest on matters to be considered at the meeting.
- 4 Public participation**  
The Chair will ask councillors to agree to adjourn the meeting to allow non-councillors to speak. When dealing with public participation there is no obligation to respond immediately to comments made, other than those that relate to items on the agenda. If a councillor believes that comments received require a decision of the council and the item is not on the agenda, they can ask for this to be put on to the next meeting's agenda. At the conclusion of the public session the Chair will ask councillors to agree to reconvene the meeting.
- 5 Exclusion of the Press and Public**  
Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act, councillors are asked to resolve to exclude the press and public to consider confidential employment matters.
- 6 Clerk's Annual Appraisal**  
To complete the Clerk's Annual Appraisal, using the document '*appraisal scheme forms*' attached to email.

**Personnel Committee**  
**Cllr. I Brayshaw, Cllr. J Finch, Cllr. P Perks and Cllr. S Kirkman**