



## **Bourton-on-the-Water Parish Council**

Council Office, The George Moore Community Centre,  
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ

Tel: 01451 820712

Email: [clerk@bourtononthewater-pc.gov.uk](mailto:clerk@bourtononthewater-pc.gov.uk)

### **To Members of the Staffing Committee**

You are hereby summoned to attend a meeting of the Staffing Committee to be held at **6.00pm on Tuesday 11<sup>th</sup> March 2025** in the Salmonsbury Room at The George Moore Community Centre.

Meeting papers are available at the link [Papers](#)

**Recording of Proceedings:** The law allows the public proceedings of Council and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted as is live or subsequent broadcast. Live commentary is not permitted. As a matter of courtesy, if you intend to record any part of the proceedings, please let the Clerk know prior to the date of the meeting.

*Sharon Henley*

Sharon Henley

Mrs Sharon Henley

Clerk/RFO

5<sup>th</sup> March 2025

### **AGENDA**

**Public Session:** Opportunity for members of the public to speak on items on the agenda for a maximum of 3 minutes, as per Standing Orders.

1. Apologies for absence.
2. Declarations of Interest.
3. Approval of the draft minutes of the meeting held on 4<sup>th</sup> February 2025.
4. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to employment matters and related statutory obligations. As such, the press and public are excluded from the meeting.
5. Matters Arising: Employee Terms and Conditions.
6. Recruitment of new member of Clerking team:
  - a) To review progress following Council meeting.
  - b) To make provision for interviews and further actions.
7. Employee Contractual Matters (Confidential Papers 1a, b & c): As deferred from previous meeting. To agree template for adoption or any further actions required. For ratification by full Council.
8. Sickness Absence Policies (Confidential Papers 2a & b): To review templates and agree wording to replace existing policy. For ratification by full Council.
9. To agree a date for the next meeting.