

# Kempsey Parish Council

Mrs. S Baxter  
Clerk and Financial Officer

Parish Office  
Community Centre  
Main Road  
Kempsey  
Worcester  
WR5 3LQ  
Tel: 01905 828183  
Email [kempseyparishcouncil@gmail.com](mailto:kempseyparishcouncil@gmail.com)

## **To all Members of The Staffing Committee**

28<sup>th</sup> July 2014

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Dear Sir/Madam,

### **STAFFING COMMITTEE**

You are summoned to attend a meeting of the Staffing Committee on Friday 1<sup>st</sup> August 2014 at 12.30pm at the Parish Office, Community Centre to transact the business listed below.

Yours faithfully,  
*S Baxter*  
Clerk to Kempsey Parish Council

## **AGENDA**

1. Apologies: To receive apologies and to approve the reason for absence
2. Declarations of Interest
  1. Register of Interests: Councilors are reminded of the need to update their register of interests.
  2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  3. To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant item/s unless a Dispensation has been granted.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

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The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes.

3. Minutes: To consider the adoption of the minutes of the Staffing Committee 17.04.14
4. To advertise the vacancy of Assistant to The Clerk
5. To discuss job description for potential new employee