



To: **All Members of Killamarsh Parish Council Health, Safety and Wellbeing Committee**

You are Hereby Summoned to attend a meeting of the Parish Council to be held on MONDAY 12th December 2022 at 7:30 PM KILLAMARSH PARISH SUITE.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

1 Chair's Announcements

- To receive the Chairman's opening announcements.

2 Apologies for Absence

- To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

3 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

4 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

5 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

6 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 4th October 2022.

b. To receive an update on an ongoing issues not covered as an agenda item.

7 Staffing

- a) To receive an up dating on current staff
- b) To receive information regarding the apprenticeship scheme and make any appropriate recommendations
- c) To receive a complaint from a member of staff and agree any appropriate action required.

8 Recruitment & Selection

- a) To consider and approve the recruitment and selection panel for the Events & Marketing Manager post.
- b) To approve the job advertisement for the Events & Marketing Manager post.
- c) To consider and approve the time line for recruitment of the Events & Marketing Manager post.

9 Items for discussion for a future agenda

- Vehicle usage Policy
- Employee Handbook
- Recruitment of Administration Apprentice / Trainee

10 Date of the Next Council Meeting

16th January 2022 at 7.30pm

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.