

EAST BEDLINGTON

Parish Council



TO ALL MEMBERS OF THE STAFFING COMMITTEE

Dear Councillor,

You are summoned to attend a meeting of East Bedlington Parish Council Staffing Committee to be held at **6.00** pm on the evening of Tuesday 26 August 2025 in the East Bedlington Community Centre.

Yours sincerely,

JA Tindale

J A Tindale
Parish Clerk

15 August 2025

Agenda Part 1

1 APOLOGIES FOR ABSENCE.

Members are reminded of the importance to submit apologies for non-attendance and of the need for the meeting to consider acceptance of these apologies.

2 DECLARATIONS OF INTEREST

Members will identify any declarations of disclosable pecuniary and other registerable interest(s)¹.

3 MINUTES OF THE PREVIOUS MEETING

To receive and agree as a true record the minutes of the meeting held on 27 May 2025
These minutes were noted in the Full Council meeting 1 July 2025.

4 MATTERS ARISING

Members will consider any matters arising from the minutes.

5. ANTI-BRIBERY & CORRUPTION POLICY

To approve an Anti-bribery & Corruption Policy in line with Standing Orders / Financial Regs 2025.

EAST BEDLINGTON PARISH COUNCIL –

Members will be asked to consider under **Standing Order 68**, that in view of the special and confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be excluded and asked to withdraw.

Agenda, Part 2

1. EXCLUSION OF PRESS & PUBLIC

Members to consider that the press and public be excluded from the meeting during consideration of the following items, permitted under Part I (1) of Schedule 12A of the Local Government Act 1972 (as amended by the section 1 of the Public Bodies (Admission to Meetings) Act 1960) as the matter is confidential and relates to employees.

2. STAFF TRAINING UPDATE

To receive an updated report from the Clerk in relation to staff training.

3. STAFF REVIEWS

- a) To set dates for the annual appraisals
- b) To review the appraisal form

4. PARISH COUNCIL APPRENTICE

- a. To agree a role description for the apprentice
- b. To agree job specifications
- c. To appoint an interview panel

5. ANY OTHER BUSINESS (of which previous notice has been given)

Note to be read in connection with Agenda Item 2

Note 1 re Declarations of interest – Members are required to disclose personal and prejudicial interests relating to any matters to be considered at the meeting. The disclosure must include the nature of the interest. An interest must also be disclosed in the meeting if it only becomes apparent to the member during the meeting.

If a member who has declared a personal interest then considers the interest to be prejudicial he/she shall declare that, and, after making any representations, answering questions or giving evidence relating to the business, the member shall withdraw from the room for the remainder of the item to which the interest relates.

**Jenny Tindale
Parish Clerk**