UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Dear Member,

You are summoned to the Meeting of the Employment Committee of Upton by Chester & District Parish Council to be held at 6.15pm on Monday 14th May 2018 at Upton Pavilion, Wealstone Lane, Upton, Chester.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting.

09.05.18 Clerk to the Parish Council

### AGENDA

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### PLEASE NOTE THAT MEMBERS OF THE PRESS AND PUBLIC WILL BE ASKED TO LEAVE THE MEETING WHEN CONFIDENTIAL EMPLOYMENT ISSUES ARE DISCUSSED.

**1. APOLOGIES FOR ABSENCE.**

To receive apologies for absence as reported to the clerk and to approve as necessary.

**2. DECLARATIONS OF INTEREST.**

To receive Declarations of Interest in any item on the agenda.

**3. MINUTES.**

To approve the Minutes of the meeting held on the 5th March 2018. **Enc**

**4. DISCIPLINARY PROCEDURE AND COMPLAINTS PROCEDURE.**

To approve the amended Disciplinary Procedure Policy and Complaints Procedure Policy for recommendation to the full Parish Council. **Enc**

**5. APPOINTMENT OF NEW MEMBER OF STAFF.**

To receive a report from the Chairman on the appointment of a new member of staff.

**6. APPRAISALS.**

To receive and consider a report from the clerk on information received at a recent training course on staff appraisals. **Enc**

**7. CLERK’S HOLIDAY.**

To approve a three week holiday to be taken by the clerk.

**8. DATE AND TIME OF THE NEXT MEETING.**

To confirm that the date and time of the next meeting will be on Monday 9th July 2018 at 6.30pm.