



Locking Parish Council

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The Parish Hall, Grenville Avenue,
Locking, North Somerset BS24 8AR

Members of the Public and Press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1 extended by Local Government Act 1972 section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose and **providing that prior notice has been given to the Parish Clerk by 12noon on the Tuesday preceding the meeting.**

To: All members of Locking Parish Council:

Dear Councillors

The **Meeting of Locking Parish Council's Finance and Human Resources Committee**, will be held on **Thursday 9th March 2023, Locking Parish Hall** commencing at **7.30pm** to which you are summoned to attend. The following business to be transacted

Dawn Tremlett

Mrs Dawn Tremlett
Parish Council Clerk
3rd February 2023

AGENDA

MATTERS FOR DECISION

- 1) **To receive Apologies for absence and to approve reasons where appropriate.**
- 2) **To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.**
- 3) **Minutes: To receive and confirm the Minutes of the Finance & Human Resources Committee meeting held on 10 February 2023**

PART 11

Exclusion of press and public.

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

- 4) **To receive and confirm the Confidential Minutes of the Finance & Human Resources Committee meeting held on 10 February 2023**
- 5) **To review and agree the following documents for the post of Administrative Assistant:**
 - a) Contract of Employment
 - b) Application and Selection Procedure
 - c) Shortlisting Matrix
 - d) Candidate Interview Form
 - e) Offer Letter
 - f) Interview Panel and date for interviews

The next meeting of Locking Parish Council's Finance & Human Resources Committee TBC

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.