

OVERSTRAND PARISH COUNCIL

17 September 2025

Dear Sir/Madam

You are hereby summoned to attend an **Employment Committee Meeting of Overstrand Parish Council** to be held on **Monday 22 September** in the **Parish Hall, The Londs, Overstrand** at 2.00pm.

Yours faithfully

Ms Kelly Batterham – Clerk
clerk@overstrandparishcouncil.org.uk
01263 576766

AGENDA

- 1. Election of Chairman**
- 2. Apologies for Absence and Acceptance of Apologies**
- 3. Declarations of Interests and requests for Dispensations**
- 4. Minutes of Previous Meeting**
 - 4.1 To sign the Minutes of the Employment Committee Meeting held on 12 July 2024.
- 5. Public Participation Time**

Opportunity for members of the Public, Press and Councillors with prejudicial interests to speak on items included on the agenda (up to 3 minutes per person with a maximum of 10 minutes in total)
- 6. Job Description – The Clerk**
 - 6.1 To consider and agree recommendation to Full Council for amendments to the Clerk's job description.
- 7. Exclusion of the Press and Public**

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL employment matters.

 - 7.1 To consider and agree staff appraisal report.
 - 7.2 To consider and agree recommendation to Full Council for an incremental increase to Clerk salary.

DISTRIBUTION TO ALL MEMBERS OF THE EMPLOYMENT COMMITTEE