



ST MEWAN PARISH COUNCIL

Parish Clerk: Wendy Yelland (CiLCA)
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25th May 2022

TO ALL MEMBERS OF THE COUNCIL

I hereby give notice that the **Finance, Staffing, General Purposes and Audit Committee** of St Mewan Parish Council will be held on **Tuesday 31st May 2022** at **St Marks Church Hall, Sticker** commencing at **09.45am**.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours faithfully

Wendy Yelland

Wendy Yelland, Parish Clerk/Responsible Financial Officer

Press & Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media, or members of the public.

AGENDA

1. Election Of Chair 2022/2023

2. Persons Present/Apologies

To **NOTE** persons, present and **RECEIVE** apologies for absence

3. Election of Vice – Chair 2022/2023

4. Declarations of Interest from Members/Dispensations

To **RECEIVE** any Declarations of Interest from Members. To **RESOLVE** to grant any requests for Dispensation in line with the Councillor Code of Conduct 2021 if appropriate.

5. Public Participation

To **RECEIVE** comments from members of the public. This provides an opportunity for members of the public to comment on items on the agenda as per Standing Orders or otherwise considered at the Chairman's discretion. Maximum time allowed will total 10 minutes/2 mins per person

6. Committee Meeting Minutes: 2nd December 2021

To **RESOLVE** that the above Minutes of the Meeting of St Mewan Parish Council having been previously circulated, be taken as read, approved, and signed. To **NOTE** any matters arising from the Minutes.

7. Clerk's Report

To **NOTE**

8. Finance, Staffing, General Purposes and Audit Terms of Reference

To **REVIEW** the Terms of Reference, **CONSIDER** changes made and **RESOLVE** to **ADOPT**.
Recommendation to Full Council.

9. Correspondence received up to the time of meeting

To **NOTE**

10. Items for Agenda

To **NOTE** any items for the next meeting

11. Public Bodies (Admission to Meetings) Act 1960

To **RESOLVE** that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and are instructed to withdraw during the discussion of the following item.

12. Confidential Item

a) **Recruitment of a Maintenance Operative**

To **DISCUSS** list of duties previously circulated. **CONSIDER** and **RESOLVE** additions if necessary.

To **CONSIDER** any changes if appropriate, of hours and pay scale which may affect the 2022/2023 approved budget allocation for a Maintenance Operative due to issues which may have arisen.

To **CONSIDER** and **RESOLVE** placing the job advertisement for publication on the 8th June

b) **Deputy Clerk**

To **APPROVE** the deputy clerk's contract of employment. Recommendations to Full Council