

Riston Parish Council
Personnel Committee – Annual Meeting

NOTICE OF MEETING

You are invited to attend a meeting of the Personnel Committee of Riston Parish Council to be held on:

Date: Friday 10th October 2025

Time: 10.30am

Venue: Village Hall

Members of the press and public are welcome to attend this meeting. However, please note that under the **Public Bodies (Admission to Meetings) Act 1960**, the press and public will be excluded from the meeting during discussion of confidential matters as indicated below.

AGENDA

1. **Apologies for absence**
2. **Declarations of interest**
3. **Election of Chair**
4. **Confirmation of Terms of Reference and note any amendments required**
5. **Review of staff structure and line management**
6. **To resolve to exclude the press and public** from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the personnel business to be transacted.
7. **Clerk's appraisal – scheduling and objectives**
8. **Caretaker's appraisal – scheduling and objectives**
9. **Review of training completed and future training needs**
10. **Review of HR policies** (e.g. grievance, disciplinary, lone working)
11. **Review of contracts, working hours, and workload**
12. **Staffing budget for the forthcoming year**
13. **Any grievances, complaints, or concerns**
14. **Confirm actions, next steps, and reporting to full Council (as required)**

Issued by:

Mrs S Rounding - Clerk to the Council

Date: 06.10.2025