Covid-19 Arrangements for Attendance

The Council’s priority is the safety of the public, Councillors and staff that attend this meeting therefore that capacity for the number of members of the public will be significantly reduced. At this meeting no more than 20 members of the public will be able to attend the meeting in person. Priority will be given to those that wish to speak they must contact the Clerk before 12noon on Friday 9th June 2021 to register. Please consider whether you would prefer to send comments to Councillors or ask a question in writing instead of attending the meeting. Members of the public are asked to contact the Clerk before the meeting if they wish to attend to check capacity so as not to have a wasted journey.

[clerk@calnewithout-pc.gov.uk](mailto:clerk@calnewithout-pc.gov.uk)

If attending, please wear a mask and use the hand sanitiser provided on entry. Please do not move the seats provided. Please wear warm clothing as the doors and windows will be open to increase ventilation. Please do not congregate in the car park or communal spaces within the hall. Public please do not arrive at the hall before 7.20pm and please do not linger in the communal areas. There will not be paper copies of the agenda available, please bring your own or download the documents from the Council website.

The Risk Assessments for the Lansdowne Hall and the Parish Council meeting are available on their respective websites.

**Agenda**

# Election of a Committee Chairman

# Apologies

To receive apologies.

# Public participation/ Correspondence

## Public participation

Opportunity for members of the public to address the Committee.

# 4. Declarations of Interest

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

# 5. Minutes

**Recommendation: That the Committee approve the Minutes of the meeting held on 14th April 2021 as a true and fair reflection of the motions agreed by the Committee and the discussion that took place and that these be signed by the Chairman as such.**

**6. Approval of the Terms Of Reference**

Recommendation**;** that the committee approve the terms of reference circulated.

**7. Clerks Annual Appraisal**

Recommendation that the Committee approve two Cllrs to conduct the annual appraisal when due.

**8. Annual leave Entitlement**

To discuss and confirm the annual leave entitlement of the Clerk.

**9. Confirm date of leave year**

To confirm the date that the Clerks leave year begins

# 10. Confidential Session - Chairman

Recommendation: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

**11.Review of Probationary Period for the New Clerk**

The committee to discuss the review of the probationary period.

Recommendation; To vote on an extension to the probationary period to include review of the RFO work.