



BIRSTALL PARISH COUNCIL

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The next Meeting of the **Management and Policy Committee** will be held in the **VILLAGE HALL**, Birstall Road, Birstall on **MONDAY, 12 JULY 2021 at 11:30AM**. Members of the public and press are cordially invited to attend.

PLEASE NOTE: Due to current Covid-19 restrictions, capacity in the hall is reduced to 30 people only. All attendees must wear a face covering whilst in the Village Hall and obey the one-way system in place for entry and exit. A member of staff will be at the door to assist and to take your details and count the numbers. Once the capacity has been reached the entry door will be locked.

It is advisable for any members of the public wishing to attend and speak during public participation to pre-book an attendance slot with the Clerk to avoid disappointment.

The Parish Council does not usually audio record or film their meetings, however, on occasion the Clerk will record the meetings as an 'Aide Memoire'. Please note that under the Openness of Local Government Bodies Regulations 2014 that other people may film, record, tweet, or blog from this meeting. The use of any images or sound recordings is not under the Parish Council's control.

Sue Coulson - Clerk to the Council
25 June 2021.

AGENDA

- 1 **APOLOGIES** - To receive, consider and accept Apologies for absence.
- 2 **DECLARATIONS OF INTEREST** - To receive, consider and approve Disclosures of Pecuniary and/or Personal Interests and Requests for Dispensations and/or Notifications of Changes to Register of Members Interests.
- 3 **MINUTES** - To sign as an accurate record the minutes of the meeting held on 10 May 2021.
- 4 **PUBLIC PARTICIPATION** - *The meeting is suspended to allow residents to speak regarding items on the agenda or to raise matters for consideration on a future agenda.*
- 5 **STANDING ITEMS:**
 - a) To receive bank reconciliations for June 2021 – to be reviewed quarterly in July for mini audit.
 - b) To receive the Clerks Timesheet for June 2021.
 - d) Clerk's annual PDR
- 6 **EXEMPT INFORMATION** - To consider excluding the press and public (by resolution) under the Public Bodies (Admission to Meetings) Act 1960 for the following items due to the confidential nature of the business to be transacted at agenda item 7 - Staffing Matters:
- 7 **STAFFING MATTERS:**
 - a) To receive updates on recruitment for full time Groundsman/Gardener
 - b) To receive updates on Apprenticeships
 - c) To receive notification of Retirement
 - d) To consider the continuity of a part time post
 - e) Working practise review
 - f) Member Conduct Panel Hearing – to receive further information.
- 8 **DATE OF NEXT MEETING** - Monday, 2 August 2021 at 10am