

FOUR MARKS PARISH COUNCIL

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Wednesday 4th February 2026

Dear Councillor

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held on Wednesday 11th February 2026 at Benians Pavilion, at **2.00pm** for the purpose of transacting the following business.

Yours faithfully

Clerk

A G E N D A

1. APOLOGIES FOR ABSENCE

2. OPEN SESSION – PUBLIC PARTICIPATION

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

At the conclusion of the Open Session, the Council's Standing Orders will be applied.

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the Agenda no later than when that item is reached. Unless the dispensation has been granted, you may not participate in any discussion of, or vote on, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

4. APPROVAL OF MINUTES

To approve the Minutes of the previous meeting held on Wednesday 19th November 2025.

5. POLICY REVIEW

- 5.1 Equality and Diversity
- 5.2 Absence Management
- 5.3 Lone Worker
- 5.4 Health and Safety in the Workplace
- 5.5 Dignity at Work

6. STAFFING MATTERS

- 6.1 To consider discussing items 6.2 and 6.3 in a Closed Session.
- 6.2 To discuss staff appraisal and any recommendations to the Full Council.
- 6.3 To review interviews for temporary Clerk cover and discuss recommendations to the Full Council.

7. Next meeting TBC.

EXCLUSION OF PRESS AND PUBLIC

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a resolution, without notice, to do so.