



HADLEY AND LEEGOMERY PARISH COUNCIL

Hadley Community Centre, High Street, Hadley, Telford, TF1 5NL.

Telephone/Fax: 01952 245501

Email: Clerk@hadleyandleegomery-pc.org.uk

Website: www.hadleyandleegomery-pc.org.uk

To all members of the Personnel Committee

Dear Councillor,

A meeting of the Personnel Committee will be held on Tuesday 28th May 2024, commencing at 6.00 P.M, at Hadley Community Centre, High Street, Hadley, Telford.

All members are summoned to attend for the transaction of the following business.

Yours sincerely
Jane Lees
Clerk to the Council
21st May 2024

AGENDA

WELCOME

P24/ 01 APOLOGIES FOR ABSENCE

PLEASE NOTE: *Apologies for absence do not have to be submitted in writing but should be made directly to the Clerk/Chair in advance of the relevant meeting. The Council is not obliged to approve apologies and can only approve apologies when the reason for absence is known. By law employers must give Councillors reasonable time off to attend to council affairs and to perform approved duties, having regard to the impact of the employee's absence on the business and the amount of time required or already taken by the employee on trade union duties. The Councillor may complain to an employment tribunal if the employer fails to do so. **To receive approval and acceptance for any apologies for absence.***

P 24/ 02 DISCLOSABLE PECUNIARY INTERESTS

- (i) **Dispensations - to receive and consider** any requests to grant dispensations in respect of the restrictions which apply at a meeting which is considering a matter in which a member holds a disclosable pecuniary interest.
- (ii) **Declaration of any disclosable pecuniary interests** in items included in the agenda for discussion at the meeting.

Members are reminded that they are required to leave the room during the discussion



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and voting on matters in which they have a disclosable pecuniary interest, whether the interest is entered in the register of members' interests maintained by the Monitoring Officer unless they have been granted a dispensation to take part.

P24/03 MINUTES OF LAST MEETING

To confirm the minutes of the meeting of the Committee which was held on the 11th of April 2024.

P24/04 PERSONNEL SUB COMMITTEE

To discuss and elect the sub committee to line manage the Clerk.

P24/05 TEMPORARY CLEANER

To discuss employing a temporary cleaning company to cover the cleaning of the Community Centre until staffing levels are improved.

P24/06 EXCLUSION OF THE PRESS AND PUBLIC

Private Session. In view of the confidential nature of the business to be dealt with the Committee is asked to pass the following resolution: *"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw."*

P24/07 COMMUNITY CENTRE STAFF RESTRUCTURE

To discuss and approve a staff restructure for the Community Centre team for recommendation to Full Council.

P24/08 SOCIAL MEDIA COMMENTS

To discuss personal comments on social media from an ex-employee on current staff and agree appropriate action.

P24/09 ITEMS FOR INCLUSION IN NEXT AGENDA

To receive from councillors, any requests for items that they would like to be considered for inclusion on the next agenda.



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P24/10 DATES OF NEXT MEETINGS

Full Council meeting Tuesday 2nd July at 7pm.

Finance and G. P. Committee Tuesday 16th July at 7 p.m.

Personnel Committee To be arranged.

Events Committee To be arranged