



# SEND PARISH COUNCIL

A Staffing Committee meeting is  
to be held on Monday 22<sup>nd</sup> June 2026 at 7:30p.m. in the Upper Room, Lancaster Hall  
for the purpose of transacting the following business: -

**Public Session** (5 minutes) Members of the public are invited to address the Committee and then are welcome to observe the rest of the meeting.

Signed: Mrs Nichola Mair (Clerk)

17th June 2026

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## Agenda

1. Apologies for absence
2. Declaration of Interests by Members on agenda items
3. Minutes of Staffing Committee meeting on 12<sup>th</sup> January 2026 - to approve
4. **Confidential** - to pass a resolution: In view of the confidential nature of the business to be transacted at Item 5. of the agenda, the press and public to be excluded from this part of the meeting
5. **Confidential item** - To discuss the following items and agree action:
  - Contract for Assistant Clerk
  - Job descriptions
  - Training needs
  - CiLCA
  - Health and wellbeing/work and life balance
  - Attendance at SALC Conference
  - Auditor comments – Letters required confirming any changes to pay and conditions.
6. Update to Staff Policies
7. To receive any other matters relating to Staffing, to be considered at a future meeting.
8. Date of next Committee Meeting – to be confirmed.
9. The Chairman will close the meeting.

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