5 November, 2026

Dear Councillor

STAFFING COMMITTEE

You are summonsed to attend a Meeting of the Staffing Committee on **Wednesday 11th November, 2026** in the Meeting Room, East Preston Parish Council Office, 122 Sea Road, East Preston, commencing at 2 pm.

Members of the Public are also welcome to join the meeting and will be given an opportunity to make representation to the Committee, but will be excluded from any confidential matters.

Val Knight

Mrs V Knight
Clerk of the Council

A G E N D A

1. **Election of Chairman and Vice-Chairman**
2. **Welcome and Safety Procedures**
3. **Apologies for Absence**
4. **Declarations and Dispensations of Interests** - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests
5. **Public Opportunity** - An opportunity for the Public to make representations, ask or answer questions and give evidence to the Committee on matters relating to items on this agenda.
6. **To agree terms of reference for Committee** and make recommendation to Council (circulated)
7. **Exclusion of the Public and Press** - Pursuant to Section 100 of the Local Government Act 1972, to resolve that Members of the Public and the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.
8. **Personnel Matter** – To finalise arrangements for the recruitment of a new Clerk and RFO
   - To note that a short list of candidates has been drawn up for interview
   - Agree list of questions for interviews building on questions suggested by WSALC.
   - Agree arrangements for interview day, including members of the interview panel.

   (Information on the above circulated to Members)

KINGSTON PARISH COUNCIL
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