

## NOTICE OF A MEETING OF HECKINGTON PARISH COUNCIL

Dear Sir/Madam

You are summoned to attend the Heckington Parish Council Staffing Committee meeting to be held in the **Parish Council Chambers, St Andrews Street, Heckington on 17 March 2025 at 7.30pm.**

Members of the Press and Public are invited to attend. All members of the Parish Council Staffing Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Signed: Heidi Wilson, Clerk & RFO

Dated: 12 March 2025

### AGENDA

The committee may pass a resolution on any agenda item, even if the agenda does not specifically state 'to resolve to approve'. This wording 'to resolve to approve' in certain circumstances could be interpreted as predetermination.

The parish council have received advice from LALC in relation to this matter.

The Staffing Committee operates within the limits of the agreed Terms of Reference and as such may need to make recommendations to full council for a resolution.

- 1) To elect a Chair for the purposes of the meeting**
- 2) Chair's Welcome (Safety Announcements)**
- 3) Public Forum:** Fifteen minutes will be set aside for Members of the Public to ask questions or make short statements to the Council. The Council may choose not to answer any question; a response may instead be given in writing. Matters raised may be added to an agenda for a future meeting. Members of the public are welcome to stay for the Parish Council meeting after the public session but **are not** permitted to speak during the meeting. If you would like to make comment during the meeting, please raise your hand if you are able to do so.
- 4) Councillors present**
- 5) Apologies**  
Apologies for absence and reasons given.
- 6) To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011**
- 7) Minutes**
  - a) To resolve to approve the minutes of the Staffing Committee Meeting on 27 February 2025.
- 8) General Matters**
  - a) To resolve to adopt the following policies.
    - i) Dignity at work policy.
    - ii) Disciplinary policy.
    - iii) Equality and diversity at work policy.
    - iv) Performance improvement policy and procedure.
    - v) Sickness absence policy.
- 9) Date and time of the next meeting**
  - a) To agree a date for the next meeting of the Staffing Committee.
- 10) Closing Comments from the public (limited to brief statements)**

*If you require a more detailed version of the agenda, please contact the Clerk.*

*If you would like to attend the Parish Council meeting and have accessibility requirements, please contact the Clerk ahead of time so that reasonable adjustments can be made.*