

WORLABY PARISH COUNCIL

Parish Clerk – Hannah Hepworth
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Dear Councillor,

You are hereby summoned to attend the Personnel Meeting of Worlaby Parish Council on **Thursday 17th July 2025**. The meeting will be held at **The Village Hall**, Worlaby, Brigg and will commence at **7pm**.

This meeting is only open to members of the Personnel Committee (namely Councillor Fowler, Councillor Bowles and Councillor Truelove. Members of the public and other councillors are not permitted to attend).

Hannah Hepworth

Hannah Hepworth – Proper Officer – Worlaby Parish Council
11th July 2025

Agenda

PC2507/01 Apologies

- a) To note apologies for absence.

PC2507/02 Attendance

To note this meeting is strictly for members of the Committee and other Councillors or public will be required to leave at this point.

PC2507/03 Declarations of Interest

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- b) To note any dispensations granted to any member of the council in respect of the agenda items listed below

PC2507/04 Minutes of Previous meeting

1. To note there are no Minutes of previous meetings to be approved and signed.

PC2507/05 Election of Chair

To elect a Chair for the Personnel Committee

PC2507/06 Terms of Reference

- a) To remind councillors of the Terms of Reference with reference to our Standing Orders
- b) To agree any recommendations to changes

PC2507/07 Personnel Committee Meetings

- a) To agree the frequency of Personnel Committee meetings and the timings of these

PC2507/07 Appraisal

To resolve the Clerk's appraisal and sign off

WORLABY PARISH COUNCIL

PC2507/09 Pay

To resolve the Clerk's Pay award and make any recommendations

PC2507/10 Grievance

To agree the next steps on relation to the actions of named councillor(s) in a recent grievance

PC2507/11 Date and time of forthcoming meetings and any agenda items

- a) To agree the date and time of the next Personnel Committee meeting
- b) To agree any items for inclusion on the agenda