



# **CHOBHAM PARISH COUNCIL**

The Clerk, Chobham Parish Pavilion, Recreation Ground, Station Road  
Chobham, Woking, Surrey GU24 8AJ

Tel: 01276 856633

Email: [clerk@chobhamparishcouncil.org](mailto:clerk@chobhamparishcouncil.org) Website: [www.chobhamparishcouncil.org](http://www.chobhamparishcouncil.org)

To: The Members of Chobham Parish Council's Personnel Committee

You are hereby summoned to the Ordinary

Meeting of the Personnel Committee meeting to be held on

**Tuesday 29<sup>th</sup> January 2019** in the **Parish Pavilion** at **7.30pm**

Parish Clerk

Meeting called on 23rd January 2019

---

## **AGENDA**

1. To elect the Chairman for the ensuing year
2. To elect the Vice- Chair for the ensuing year
3. Apologies for absence
4. **Declarations of Interest** Members are invited to declare any disclosable pecuniary interests or non-pecuniary interest in respect to matters being considered at the meeting.
5. To **APPROVE** the minutes of the **Personnel Committee Meeting** held on 30<sup>th</sup> January 2018
6. To **APPROVE** the terms of reference for ratification at the full Council meeting
7. To **REVIEW** the following policies:
  - Health and Safety
  - Sickness and absence
  - Equality
  - Lone Working
  - Grievance
  - Discipline
8. To **DISCUSS** the Staff's pensions contributions

*Please note  
that this  
meeting may  
be digitally  
recorded as  
an aid to  
confirming the  
accuracy of  
Council  
records.*

Exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 Section 1(2):

**The Council wishes to exclude the press and public from the Meeting at this point prior to the consideration of the following item by reason of the confidential nature of the business to be transacted:**

## **CONFIDENTIAL MATTERS**

9. To **APPROVE** the Confidential Minutes of the meeting held on 30<sup>th</sup> January 2018
10. To **APPROVE** the Planning Administrator's holiday entitlement for 2018 and **REVIEW** the frequency of payment
11. To **NOTE** changes to Staff's job descriptions and employment contracts
12. To **NOTE** the Parish Administrator's and Planning Administrator's appraisals

13. To REVIEW the Caretaker's, Parish Administrator's and Planning Administrator's salary

Clerk to leave the meeting

14. To NOTE the Clerk's appraisal and REVIEW her salary

*Please note  
that this  
meeting may  
be digitally  
recorded as  
an aid to  
confirming the  
accuracy of  
Council  
records.*