



**Kennington Parish Council
Oxfordshire**

20 Kennington Road Kennington OXFORD OX1 5NZ
Tel: 01865 421126 e-mail: clerk@kennington-pc.gov.uk

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllrs. Buckingham; Brown; Cobb; Johnston and Powles

For the information to other members of the Parish Council

14 June 2024

Dear Councillor

Your attendance is requested at a meeting of the Personnel Committee which will take place on
Thursday 20 June 2024 at 7:30pm in Committee Room 2&3 of the Village Centre

Anne Feather - Clerk to the Council

A G E N D A

1. To elect a Chair and Vice-Chair of the Personnel Committee
2. To receive apologies for absence
3. To receive declarations of any disclosable pecuniary interests ¹
4. To agree the minutes of the last Personnel Committee meeting of 2 May 2024
5. To agree the Village Grounds Person's contract, training and record keeping
6. To agree the Village Warden's Contract, training and record keeping
7. Agree interview format etc for the Village Warden's post
8. To discuss and recommend amended Terms of Reference for the Personnel Committee to full council at a future meeting
9. To discuss and recommend a Volunteers Policy to full council at a future meeting
10. To discuss and recommend a Disciplinary and Grievance Policy to full council at a future meeting
11. Confidential items
12. Date of next meeting to be decided

All documents are available in large print if required. Please ask the Clerk in advance of the meeting.