



CAWTHORNE PARISH COUNCIL

349 Barnsley Road, Hoylandswaine, Sheffield S36 7HD
Clerk and Finance Officer: Mrs S M Bashforth

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You are respectfully summoned to a meeting of **the Staffing Committee** of Cawthorne Parish Council to be held on **Monday 22nd January** at **7.00pm** in the **Moxon Room**, Cawthorne Village Hall, Tivydale, S75 4EH

S M Bashforth
Clerk to the Council
Dated 17/1/2024

AGENDA

1. To resolve to accept any reason for absence.
2. To receive any declarations of Pecuniary or Non-Pecuniary Interests from Members in respect to any items on this agenda.
3. To resolve to exclude the public and the press for the following items in pursuant of the Public Bodies (Admission to Meetings) Act 1960 as they are sensitive to the recruitment of a new clerk.
4. To produce a contract of employment.
5. To consider interview questions
6. To consider if a reference checking list is required (this is telephoning the referee and asking questions over the phone Answers are checked against the written reference)
7. To set up an interview panel
8. To set an interview date.
9. To set a date for the current Clerk's Exit interview
10. To set the date of the next meeting