

*This meeting is open to the public unless the Council resolves to exclude the public for any exempt or confidential item of business. Under the Openness of Local Government Bodies Regulations 2014, members of the public, the press or the Council may record/film/photograph or broadcast the meeting whilst it is open to the public.*

**You are invited to the meeting of Waverley Community Council Staffing Committee on 11 December 2024 at the AMP Bouslover Room for the purpose of transacting the following business.**

#### AGENDA

	Item
1.	<b>Election of Chair of the Community Council Staffing Committee:</b> a) To elect a Chair for the 2024/25 municipal year b) to elect a Vice-Chair for the 2024/25 municipal year
2.	<b>Apologies and Reasons for Absence:</b> a) To receive apologies for absence and approve reasons presented.
3.	<b>Waverley Staffing Committee Meeting</b> a) To approve the minutes of the meeting on 3 April 2024.
4.	<b>Exclusion of press and public:</b> a) Further to the Public Bodies (Admission to Meetings) Act 1960 to consider the exclusion of the press and public from certain agenda items due to the confidential nature of the items to be discussed.
5.	<b>Declaration of Disclosable Pecuniary and Other Interests:</b> a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any personal interests b) To receive any requests for dispensations made by Councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.
6.	<b>Policies</b> <b>To review and agree the following policies: discipline, equality and expenses</b>
7.	<b>To discuss how to reflect the changes to the Clerk's and Assistant Clerks responsibilities and hours as of April 2025</b>
8.	<b>To review and approve the job descriptions for the caretaker and cleaner post</b>
9.	<b>To consider the timetable for recruitment of the caretaker and cleaner post</b>

CIRCULATION: Councillors Paul Norton, Neil Adshead, Liz Hoyland and Kayleigh Newton

*R Graham*

**Rachel Graham**  
**Clerk to Waverley Community Council Staffing Committee**  
**6 December 2024**