

WELLESBOURNE & WALTON PARISH COUNCIL

Agenda for a meeting of the Office & Staffing Committee of the Council taking place on Tuesday 29th November 2022 at 7.30pm at the Methodist Hall, Bridge Street, Wellesbourne

Cllrs are summoned to deal with the following agenda.

Lynda Scriven Clerk to the Council

17th November 2022

Should you wish to raise any issues with Councillors without attending the meeting in person you may do so by emailing the Clerk on Clerk@wellesbourneandwalton-pc.gov.uk or by telephoning the Chairman 01789 842103 no later than 4pm on the day of the meeting (you will receive an emailed/written/telephone response following the meeting)

1. **Welcome and announcements**
2. **Apologies received**
3. **Declarations of Interest**
4. **Confirmation of the order of the Agenda**
5. **Identification of any items that might be resolved for confidential session**
6. ***Confirmation of Minutes of 11th October 2022**
7. **Open Session for members of the public to raise any matters of relevance to the Parish**
8. **Budgets**
 - 8.1 Budget 2022/23 - review of current expenditure
 - 8.2 Budget 2023/24 – confirmation of budget
9. **Future site of Parish Council offices – update Cllr AP**
 - 9.1 Architect plans – for consideration and discussion (plans will be available on the night of the meeting)
 - 9.2 Recommendation to approach Walton Estate with the plans – Prop Cllr AP
 - 9.3 Recommendation to get quotes for build costs of Parish Council offices based on architect plans subject to approval of Walton Estate– Prop: Cllr AP
 - 9.4 Recommendation to discuss the plans with the Village Hall Management Committee if approved by Walton Estate – Prop Cllr AP
10. **Staffing matters**
 - 10.1 Appointment of new Assistant Clerk – update – Cllr AP/Clerk
 - 10.1.1 Office opening hours – discussion
 - 10.1.2

Recommendation to change office opening hours to afternoons only	Prop Cllr AP
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 - 10.2 Annual leave update – Clerk
 - 10.3 Appraisal schedule – Cllr AP
11. **Cllr and Clerk exchange of information**
12. **Date of next meeting – 21st February 2022**