

# STAPELEY & DISTRICT PARISH COUNCIL

[www.stapeleyparishcouncil.gov.uk](http://www.stapeleyparishcouncil.gov.uk)

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## NOTICE OF MEETING

### Meeting of the Appointments Committee

**DATE:** Wednesday, 19 June 2013  
**TIME:** 8.00 pm  
**VENUE:** BROAD LANE METHODIST CHAPEL, AUDLEM ROAD,  
NANTWICH

## A G E N D A

### 1 APOLOGIES

### 2 DECLARATIONS OF INTERESTS

Members to make any declarations of interests.

### 3 TERMS OF REFERENCE

To review the Terms of Reference for the Committee. These were agreed at the Parish Council meeting held on 13 November 2012.

#### Terms of Reference

- (a) The Committee shall comprise five parish councillors, with three named substitutes;
- (b) The Committee shall prepare job descriptions, terms and conditions of appointment, and salary rates (for approval by the Parish Council);
- (c) The Committee shall have delegated responsibility to act on behalf of the Parish Council in respect of the appointment of staff for Stapeley Community Hall, as follows:
  - i. To meet as and when required;
  - ii. To advertise vacancies as appropriate;
  - iii. To prepare a short-list of candidates for interview if appropriate;
  - iv. To conduct interviews with candidates;
  - v. To arrange with the Clerk, collection of NI and PAYE as appropriate.
- (d) To report appointments to the Parish Council; and
- (e) To update the Parish Council on any staffing matters as and when appropriate.

### 4 APPOINTMENT OF MANAGER TO OPERATE COMMUNITY HALL

The Committee is invited to develop a job description and person specification for the appointment of a Manager to operate the Community Hall on a day-to-day basis.

To follow

A draft job description and person specification will follow under separate cover.

Date of Issue: 15 June 2013

Committee Members:

Councillors S Clough, M Docker, S Gwinn-Freemantle, P Groves and K Nord