

# STAPELEY & DISTRICT PARISH COUNCIL

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

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## NOTICE OF MEETING

### Meeting of the Community Hall Appointments Committee

**DATE:** Monday, 31 March 2014  
**TIME:** 7.30 pm  
**VENUE:** BROAD LANE METHODIST CHAPEL, AUDLEM ROAD,  
NANTWICH



Clerk

Date of issue: 25 March 2014

## A G E N D A

### 1 ELECTION OF CHAIRMAN

To elect a Chairman who shall serve until the next Annual Meeting of the Parish Council.

### 2 DECLARATIONS OF INTERESTS

Members to make any declarations of interests.

### 3 TERMS OF REFERENCE

Members are reminded of the approved Terms of Reference for the Committee.

#### 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) for staff employed at the community hall;
- (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.

Committee Members:

Councillors M Docker, S Gwinn-Freemantle, J Hillman and M Theobald

**4 CARETAKER/KEY-HOLDER  
JOB DESCRIPTION/CONTRACT OF EMPLOYMENT/RECRUITMENT**

The Clerk's report (enclosed) invites the Committee to consider in more detail a job description for a caretaker/key-holder; a contract of employment; and recruitment arrangements.

Also enclosed is a draft job description, based on the discussion held on 6 March 2014, together with a contract of employment which is extracted from Village Halls Advisory Note 22 (previously distributed).