

**AGENDA – HAZLEMERE PARISH COUNCIL STAFF COMMITTEE MEETING****3 December 2019 18.30 Parish Council Office Barn Lane HP15 7BQ**

Notice is hereby given that the MEETING of Hazlemere Parish Council will be held at Cedar Barn, Barn Lane, Hazlemere HP15 7BQ on Monday 3 December 2019 at 18.30. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

**This is a public meeting - members of the public and press are cordially invited to attend.**

ITEM	CONTEXT	TIMING
1. Apologies for absence	To receive any apologies for absence from the Meeting and consider a policy for approval of Councillors' absence from meetings	18.30
2. Declarations of Interest	In accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests in items on this Agenda	18.31
3. Public Session	Members of the Public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the Agenda. Questions be submitted to the Clerk by 9am on Thursday 28 November 2019 to enable an answer, where possible, to be provided at the meeting	18.32
4. Exclusion of the Press and Public	In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item. It is proposed by the Chairman that the Public and Press be excluded from the remainder of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential. Members are reminded that legal matters, contracts and staffing matters should be considered in this session.	18.52
Staffing Matters	To receive update from the Chairman and Clerk	

Ali Banham

*Ali Banham*

Clerk to Council

26 November 2019