



# Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AY  
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**Agenda for the meeting of Millbrook Parish Council Staffing Committee  
to be held at 5PM on 15<sup>th</sup> November 2017, in the Attic Room of the Village Hall.**

**1) APOLOGIES**

**2) MINUTES OF LAST MEETING**

**3) MATTERS ARISING**

**4) DECLARATION OF INTERESTS / AOB**

**5) STAFF PENSION**

- A) DOES THE COMMITTEE AGREE TO 10% EMPLOYER'S CONTRIBUTION?
- B) DOES THE COMMITTEE AGREE TO THE AMENDMENT OF INTERESTED PARTIES' CONTRACTS OF EMPLOYMENT, AS AGREED UNDER AGENDA ITEM 5A?

**6) HOLIDAY ENTITLEMENT & PAY**

- A) DOES THE COMMITTEE AGREE TO END THE PRACTICE OF STAFF BEING PAID IN LIEU OF TAKING ANNUAL LEAVE?
- B) DOES THE COMMITTEE AGREE TO THE CLERK DISCUSSING AND AGREEING REMAINING HOLIDAY ENTITLMENT FOR STAFF?
- C) DOES THE COMMITTEE AGREE TO THE CLERK EXPLORING ALIGNING THE ANNUAL LEAVE YEAR TO THE FINANCIAL YEAR FOR ALL STAFF?

**7) PAYROLL MANAGEMENT & PAYMENT OF STAFF**

DOES THE COMMITTEE WISH TO INSTRUCT THE CLERK TO EXAMINE AND RECOMMEND A MORE EFFECTIVE METHOD OF PAYROLL MANAGEMENT AND PAYMENT OF STAFF?

**8) STAFF CONTRACTS OF EMPLOYMENT**

DOES THE COMMITTEE AUTHORISE THE CLERK TO EXAMINE AND CONSIDER UPDATING CURRENT STAFF CONTRACTS?

**9) AOB AS DECLARED**