



# Scotter Parish Council

The Clerk for the meeting: Kyela Mathieson

First Floor – Scotter Village Hall, Scotton Road, Scotter,  
DN21 3SA  
Tel: 07739312997  
E/Mail Clerk@scotter-pc.gov.uk

Dear Councillor

You are hereby summoned to attend the Personnel Committee meeting of Scotter Parish Council on **18 December 2023 at 6.30pm** at Scotter Village Hall. The meeting will consider the items set out below.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder, Health & Safety and Human Rights.

Kyela Mathieson Clerk to the Parish Council and Responsible Finance Officer (RFO).  
Date of issue 12 December 2023

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## Agenda

**In view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw.**  
**(The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2))**

### Confidential Matters

- 1 To elect a Chairperson**
- 2 Acceptance of apologies for absence**  
Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.
- 3 To receive declarations of interest** under the Localism Act 2011 being any pecuniary interest in agenda items not previously declared on the members register of interest and any written requests for dispensations.
- 4 To make arrangements for the Clerks appraisal.**
- 5 To agree the Clerks salary scale point and annual pay rise in line with NALC green book terms and employment contract.**
- 6 To review the Clerks contract and hours.**