

## Terms of reference

Group

STAFFING WORKING GROUP

Date first completed

???? ???????? 2014

Date(s) updated / reviewed (annually)

### Purpose / role of the group

(broad purpose / role, aims / responsibilities)

This group was established by Perranzabuloe Parish Council to ...

Deal with staffing within the Parish Council.

To discuss matters relevant to the group, forward planning for the group, and report back to full Council for ratification. No delegated powers.

The Chair of this group will be a member of the PPC's Finance Sub Committee.

The Chair is responsible for the reporting back to full council.

### Members

This group is made of 3 Parish Councillors.

Councillors D Lawrence, F White, R Jenkins

Members of the public/parishioners cannot be temporarily/permanently seconded onto this working group.

(\*delete where appropriate)

### Meetings

Frequency: Quarterly as a minimum

Venue: to be advised

Agenda: to be compiled by Chair and distributed to attendees a minimum of 1 working day prior to meeting

Chair: Cllr

Secretary:

### Definition of terms