





Old Marston Parish Council

Tim Cann. PSLCC. Clerk & RFO to Old Marston Parish Council
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You are hereby invited to attend the meeting of OLD MARSTON PARISH COUNCIL Staffing & Standards Committee to be held **at 6:00pm on Monday 29th January 2024** in the Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

The protocol for speaking at the meeting is on page two of this document.

Yours faithfully

Tim Cann.
Parish Clerk.

22nd January 2024

Requests from members of the public to speak: Please note you are required to inform the Clerk prior to speaking and no member of the public or press shall speak for more than 5 minutes unless the Chairman so declares and the total time for public participation is 20 minutes.

NOTE: Please ensure that you have familiarised yourself with the items on the agenda before the meeting.

From time to time, it may be unavoidable for members to arrive late or need to leave early. Please be aware these occurrences WILL be recorded in the minutes at the appropriate stage of the proceedings.



Protocol for Parish Council & Committee meetings

- Members of the public and press are welcome to attend meetings unless precluded by the Parish Council by resolution during the whole or part of the proceedings.
- They may address the parish council on any matter of council business during the time allotted at the beginning of the meeting for public participation.
- Anyone wishing to speak must give prior notice with name and address to the Clerk before the meeting starts.
- No member of the public or press shall speak for more than 5 minutes unless the Chairman so declares and the total time for public participation is 20 minutes.
- There is no entitlement for members of the public to speak at any other time during the meeting, unless invited to by the chairman.
- A record of public participation may be included in the Minutes and, if any actions are required, they will be reported on at the next meeting.
- In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- A person, including councillors, shall raise their hand when requesting to speak.
- A person, including councillors, who speaks at a meeting shall direct his comments to the chairman of the meeting.
- Only one person, or councillor, is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- A person, or councillor, shall not interrupt or talk over a person speaking.

Councillors are requested to declare any prejudicial interest they have in any of the items.

AGENDA

- 1. Request if anyone is intending to record the proceeds of the meeting, if so, has any member of the public any objections in being included.**
- 2. Public participation (if any requests received)**
- 3. Closed Session – To resolve, under Section 1, Paragraph 2 of the Public Bodies (Admissions to Meetings Act), that the public and media be excluded from the meeting for the following items of business by reason of the confidential nature of the business to be transacted.**
- 4. Due to the confidential nature of the business to be discussed in this meeting the public will not be permitted to attend.**
- 5. Apologies for absence.**
- 6. Minutes of the meetings on 30th January 2023**
- 7. Matters arising omitting those for which an agenda heading follows.**
- 8. Clerk/RFO's Appraisal**
- 9. Clerk's Salary Review**
- 10. Information sharing (including correspondence)**
- 11. Any item that has come to the Clerk's attention of an urgent nature since the agenda was set.**
- 12. Date of next meeting: - Monday 27th January 2025**