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Clerk to the Council, Mrs Karen Harding

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To: **Members of Kenwyn Parish Council Employment Committee**

You are hereby given notice of the **EMPLOYMENT COMMITTEE MEETING** at **THREEMILESTONE COMMUNITY CENTRE** on **MONDAY 4<sup>th</sup> DECEMBER 2024** at **7pm**.

**AGENDA**

1. To receive apologies for absence
2. To receive any declarations of interest or gifts of hospitality worth £50 or more
3. To receive and consider any written requests for dispensations in items on the agenda
4. Public participation (10 minutes maximum, 3 minutes' maximum per person)
5. To review and agree the statutory pay increases for all employees.

In closed meeting (private and confidential)

6. To review the Kenwyn Parish Clerk's Terms and Conditions.
7. To review the Clerk's return to work post her illness. To ensure that all her welfare requirements are being met (brief from HR consultant and Q&A session).
8. To agree to hold a Personal Performance Review (PPR) of the Clerk and members to carry out the PPR.
9. To agree to provide training to the Clerk for future PPRs for all employees.
10. Any other item the Chairman deems as urgent

Yours faithfully

A handwritten signature in black ink, appearing to read "Karen Harding", written in a cursive style.

Clerk to Kenwyn Parish Council