

# PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)  
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## TO MEMBERS OF THE STAFFING COMMITTEE

You are hereby summoned to attend a **virtual** meeting of the Staffing Committee meeting of Probus Parish Council on **Tuesday, 20<sup>th</sup> February 2024** at **19:00**, for the purpose of transacting the following business.

1. To **RECEIVE** apologies for absence.
2. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**  
Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be **PROPOSED, SECONDED** and **RESOLVED** that the public and press should not be present.
3. To **CONFIRM** the minutes of the Staffing Committee meeting held on 2<sup>nd</sup> November 2023
4. To **NOTE** the toilet cleaner's retirement notice and **CONSIDER** alternatives.
5. To **CONSIDER** appropriate arrangements for subcontracting the Maintenance Officer to St Erme Parish Council
6. To **CONSIDER** amendments to the Maintenance Officer's contract to allow overtime payments
7. To **REVIEW** Clerk's working hours
8. To close the meeting

Maria Roper  
Clerk to the Council  
14<sup>th</sup> February 2024