

# 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 Staffing Committee meeting of Probus Parish Council on **Thursday, 2<sup>nd</sup> November 2023** at **18:30** pm, for the purpose of transacting the following business.

1. To **ELECT** a Chair of the Staffing Committee
2. To **RECEIVE** apologies for absence.
3. To **REVIEW** current Terms of Reference for the Staffing Committee

## 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.

4. To **CONFIRM** the minutes of the Staffing Committee meeting held on 2<sup>nd</sup> August 2023
5. To **CONSIDER** appointing a designated member of the Council for Clerk's appraisals
6. To **REVIEW** current job description, rates and contract of employment for the litter picker/enforcement officer and **RESOLVE** to adopt proposed templates, if appropriate
7. To **AGREE** on the proposed advertising wording and placement, including deadline for applications and dates for the interview.
9. To **REVIEW** current job description and contract of employment for the toilet cleaner and **RESOLVE** to adopt proposed templates, if appropriate
9. To close the meeting

Maria Roper  
Clerk to the Council  
27<sup>th</sup> October 2023