

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 **Wednesday, 2nd of August 2023** at **18:30** pm, for the purpose of transacting the following business.

1. To **RECEIVE** apologies for absence.
2. To **CONFIRM** the minutes of the Staffing Committee meeting held on e 2nd February 2023

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. Appraisals – To **RECEIVE** and **APPROVE** the Clerk's appraisal dated 16th June 2023
4. To **REVIEW** current job description and contract of employment for the litter picker/enforcement officer and **RESOLVE** to adopt proposed templates, if appropriate
5. To **AGREE** on the proposed pay scale for the new employee.
6. To **AGREE** on the proposed advertising wording and placement, including deadline for applications and dates for the interview.
7. To **REVIEW** current job description and contract of employment for the toilet cleaner and **RESOLVE** to adopt proposed templates, if appropriate
7. To close the meeting

Maria Roper
Clerk to the Council
28th July 2023