



Caring for Claygate Village

Sally Harman,
Parish Clerk & RFO,
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21st February 2023

NOTICE IS HEREBY GIVEN THAT

**A Meeting of the Staffing Committee
will be held on Wednesday 1st March at 7.30pm at Small Hall Village Hall**

The meeting is open to the public and press. If attendees have any of the main symptoms of Covid-19 and/or have tested positive to Covid prior to the meeting you should not attend. Please refer to www.gov.uk for full guidelines. A quarter of an hour has been reserved for members of the public to address the Council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, they must contact the Parish Clerk before 11am on the day of the meeting who will allocate a slot in order of application. All meetings will operate to our Privacy Policy which can be found at www.claygateparishcouncil.gov.uk.

S Harman

Sally Harman.
Parish Clerk & Responsible Financial Officer

AGENDA

1. Apologies for absence
2. Declarations of Interest in items on the agenda.
3. To resolve on whether the Council will move into closed session to consider a confidential staffing matter in accordance with the Public Bodies (Admission to Meetings) Act 1960. Should this resolution be passed the public and press will be required to leave the meeting at this stage
4. To consider an updated Employment Contract and Job Description for the Parish Clerk and Responsible Financial Officer.
5. To consider the annual leave request for financial year 2023/2024 for the Parish Clerk and Responsible Financial Officer.
6. To consider a Sickness at Work Policy.
7. To move out of closed session
8. Date and time of next meeting.