

# TILEHURST PARISH COUNCIL

*Serving the Communities of Birch Copse, Calcot, Denefield and Westwood*

Tel/Fax: 0118 941 8833

E-mail: [clerk@tilehurstpc.co.uk](mailto:clerk@tilehurstpc.co.uk)

[www.tilehurstparishcouncil.gov.uk](http://www.tilehurstparishcouncil.gov.uk)

## NOTICE OF MEETING

Councillors nominated to the Staffing Committee are hereby summoned to attend a meeting to be held on Tuesday 11 January 2022 at 8.30 pm in the **Main Hall, Calcot Centre, Highview, Calcot**

Miss J Major  
Clerk of the Council  
6 January 2022

## AGENDA

1. To receive apologies for absence and declarations of interest from Members of the Committee
2. To receive questions or comments from members of the public regarding items on the agenda
3. To receive a verbal report from the Clerk as to the current staffing situation
4. To resolve that, as the following items will consider matters related to the employment of staff, the public and press leaves the meeting for the remaining items pursuant to section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960
5. To discuss the vacant post and resolve upon the appointment of an Administrative Assistant
6. To discuss and resolve upon the working hours for this post
7. To discuss and resolve upon the salary to be awarded for this post.
8. To receive an update on staffing arrangements specifically pensions and appraisals and consider the way forward.