

# 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 Wednesday 31 May 2023 at 10.00 am in the **Committee Room, Calcot Centre, Highview, Calcot**

Miss J Major  
Clerk of the Council  
25 May 2023

## AGENDA

1. To note apologies for absence and receive declarations of interest from Members of the Committee
2. Approval and Adoption of Minutes of the meeting held on 14 March 2023
3. To receive questions or comments from members of the public regarding items on the agenda
4. Exclusion of public and press. To resolve that, in view of the confidential nature of the business about to be transacted, pursuant to the Bodies (Admissions to Meetings) Act 1960, section 1 (2) that the public and press are excluded and are asked to withdraw for the remainder of the agenda items
5. To review the current staff structure, discuss recommended changes and resolve accordingly
6. To review the draft job description for the part time maintenance officer and resolve upon the way forward, including hours and remuneration
7. To review the draft job description for the part time cleaner and resolve upon the way forward, including hours and remuneration
8. To receive a verbal update on other staff matters

Miss J Major, Clerk to the Council  
Parish Office, Highview, Calcot, Reading RG31 4XD