

TILEHURST PARISH COUNCIL

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

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NOTICE OF MEETING

Councillors nominated to the Staffing Committee are hereby summoned to attend a meeting to be held on Thursday 7 March 2024 at 1.00 pm in the **Jubilee Annexe, Highview, Calcot**

Jacky

Miss J Major
Clerk of the Council
1 March 2024

AGENDA

- SC/24/001 To note apologies for absence and receive declarations of interest from Members of the Committee
- SC/24/002 Approval and Adoption of the Minutes of the meeting held on 31 May 2023
- SC/24/003 Approval and Adoption of the Minutes of the meeting held on 8 August 2023
- SC/24/004 To discuss any matters arising from the minutes of the previous Staffing Committee Meeting
- SC/24/005 To receive questions or comments from members of the public regarding items on the agenda
- SC/24/006 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
- SC/24/007 To resolve upon the completion of the probationary period for relevant staff members
- SC/24/008 To receive an update on staffing levels and duties and resolve upon the way forward, including the working hours of the Assistant Maintenance Officer
- SC/24/009 To receive an update on the Clerks annual appraisal
- SC/24/010 To discuss upcoming employee annual appraisals
- SC/24/011 To review staff salaries and agree upon recommendations to be made to Full Council at its next meeting.

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