



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. PO21 4JF
Tel and FAX: 01243 263330 **E-mail:** clerk@aldwickparishcouncil.gov.uk
Chairman: Cllr Mr Guy Purser **Clerk:** Heather Knight

Dear Members,

You are duly summoned to a Staffing Committee meeting of Aldwick Parish Council that will be held on **Tuesday 6th August 2024** at **approximately 7.15 pm**, at the Parish Offices, and all Committee Members are hereby summoned to attend.

H.V. Knight

Heather Knight (Mrs)

Clerk to the Parish Council

Dated: 31st July 2024

Due to the nature of the business to be conducted (staffing matters), there will be a resolution to exclude press and public for items exempt from public viewing as sensitive/confidential.

AGENDA

1. Apologies for Absence.
2. Declarations of Interest and any Changes to Register of Interests.
3. To approve the Minutes of the Staffing Committee meeting held on 9th July 2024.
4. To resolve to move to confidential business, requiring the exclusion of public and press.
5. To consider details and arrangements for recruitment of additional member of staff, including:
 - Job title/level, job description, person specification, hours of work
 - Salary range and terms of employment
 - Recruitment process, advertising and associated costs, timeline/key dates
 - Recruitment panel appointment
6. To consider arrangements for appointment of contracted premises cleaner.
7. Date and time of next Staffing Committee Meeting – to be determined.