



Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX
Telephone 01752 823128 Email enquiries@millbrook-pc.gov.uk

Dear Councillor,

As a member of Millbrook Parish Council Staffing Committee, you are hereby summoned to attend the next committee meeting, which is to be held on Thursday, 16th July 2020 at 7:30pm by Zoom (login details will be forwarded to the relevant staffing committee members).

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

The agenda for the meeting is set out below.

1. Apologies for absence
2. To resolve that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) the public and press leave the meeting because of the confidential nature of the business to be transacted.
3. To discuss the Clerk's resignation
4. To agree all matters relating to the filling the vacancy of Clerk / RFO Role
5. To agree a budget for additional hours for the Deputy Clerk to cover the period of vacancy and the outgoing Clerk's final period of leave, this to be reviewed at the end of three months if the vacancy remains unfilled.

Karenza Heald
Deputy Clerk