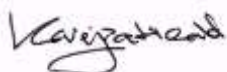


**Millbrook Parish Council
Agenda for Staffing Committee meeting
Venue: Millbrook Village Hall, Attic Room.
17th August 2021 at 7:30pm**

- 1. Apologies for absence**
- 2. Exclusion of public and press from the meeting**
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 appoint a Chair of the Staffing Committee.**
- 4. Review of the Staffing Committee's Terms of reference.**
- 5. To note the Clerk's staffing report.**
- 6. To evaluate the Clerk's salary in the light of the benchmarking training undertaken by the Chair and the recent completion of the Clerk's probationary period.**
- 7. To consider the recruitment of an Office Support Worker / Administrator and to agree hours.**
- 8. To consider the recruitment of a caretaker or contractor for village maintenance and the recommended hours.**
- 9. To approve the contract and rate of pay for the Council's Street Cleaner.**
- 10. To review the contract for the Public Toilet Cleaning Contractor.**
- 11. To note the staff holiday entitlement records.**
- 12. To review the Council's Training and Development policy.**



Karenza Heald
Parish Clerk / RFO