



7<sup>th</sup> February 2023

## Millbrook Parish Council Agenda for Staffing Committee meeting to be held on Monday 13<sup>th</sup> February 2023 at 5:00pm Venue: Millbrook Village Hall, Attic Room

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. **Update on staff appraisals**
4. **Review of staff holiday entitlement for the year 2023-24**
5. **Policies and procedures**
  - i) To review the Parish Council's Disciplinary policy
  - ii) To review the Parish council's Sickness & Absence policy.
  - iii) To review the Parish Council's Health & Safety policy.
6. **Parish Council's Admin Support Officer:** To consider the employment terms and conditions of the Council's Admin Support Officer and put forward recommendations to the Full Council.

A handwritten signature in black ink, appearing to read 'Karenza Heald'.

Karenza Heald  
Parish Clerk / RFO