



Downton Parish Council

By Order of Melanie Camilleri, Locum Clerk & RFO

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Dear **MEMBER OF DOWNTON PARISH COUNCIL'S STAFFING COMMITTEE**

You are hereby summoned to attend a

STAFFING COMMITTEE MEETING

on **MONDAY 05 SEPTEMBER 2022 at 7:30pm**

in the **MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

To transact the following business.

The public and press are welcome to attend.

AGENDA

- 34/22 Minutes of the Meeting**
To resolve to approve that in the absence of the Clerk, Cllr Brentor will take the Minutes of the meeting.
- 35/22 Apologies for Absence**
- 36/22 Declarations of interest**
- 37/22 Minutes of the Staffing Committee Meeting**
To resolve to approve the Minutes of the Staffing Committee Meeting held on **01 August 2022**.
- 38/22 Public Forum**
- 39/22 To consider resolving that Agenda item 40/22 will be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed**
- 40/22 Appointment of Administrative Officer**
To consider all candidates and terms of any offer of a Contract of Employment.
- 41/22 Urgent matters**
- 42/22 Next Meeting**
To resolve to agree on the date of the next Staffing Committee Meeting