



# Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO  
☎ 07798 698199  
✉: clerk@downtonparishcouncil.gov.uk  
23 August 2023

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

You are hereby summoned to attend a  
**STAFFING COMMITTEE MEETING**  
on **TUESDAY 29 AUGUST 2023** at **6:00pm**  
in the **MEMORIAL CENTRE, DOWNTON (CENTENARY ROOM)**  
To transact the following business.

The public and press are welcome to attend.

## AGENDA

- 01/23** Elect a Chair of the Committee for 2023/24
- 02/23** Public Question Time
- 03/23** Apologies for Absence
- 04/23** Declarations of interest
- 05/23** **Minutes of the Staffing Committee Meeting**  
To resolve to approve the Minutes of the Staffing Committee Meetings held on **05 September 2022 and 10 October 2022**
- 06/23** **Major Parish Council work/projects**  
To resolve to allocate resource for: -
- Toilet Cleaning Contract
  - Wiltshire Towns Programme research
- 07/23** **To consider resolving that Agenda items 08/23, 09/23, and 10/23 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**

- 08/23**      **Employee performance review / 6-month progress**  
To review and agree any actions
- 09/23**      **Clerk/RFO's contract/hours review**  
To review and recommend changes to the Clerk/RFO's contract of employment
- 10/23**      **Holidays**  
To review and agree arrangements for recording and tracking
- 11/23**      **Next Meeting**  
To agree the date of the next Staffing Committee Meeting