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Monday 3 December 2018

NOTICE OF MEETING

To: All members of the Staffing Committee

You are hereby summoned to attend a **Staffing Committee meeting** of Worplesdon Parish Council to be held at Ground Floor, Unit 2 Beaufort, Parklands, Railton Road, Guildford, GU2 9JX **on 10 December 2018 at 10am** for the purpose of transacting the following business. Members of the public have a right to attend the first part of the meeting.

Signed:

Gaynor White

Mrs G F White PSLCC
Clerk to the Council

Agenda

1. To receive apologies.
2. Declaration of disclosable pecuniary interests.
3. Declaration of non-pecuniary interests.
4. Minutes of the previous meetings - To be agreed and signed by the Chairman as a true record.

Pursuant to the Admission to Meetings Act 1960 Section 1(2)

In view of the confidential nature of the following business members of the public and press are to be excluded from the remainder of the meeting.

5. Grounds and Maintenance Operative – To receive and approve the 3-month probationary report.
6. Appointment of the Grounds and Maintenance Operative – To recommend to the Council the permanent appointment of Mr P Trevena on a part-time basis.
7. To receive a report from David Carden reviewing the staff/workload ratio and to consider any recommendations made.
8. WW1 pamphlet – To consider the impact on the Admin Assistant's workload.