

Notice of Meeting Staffing Committee



Notice Date: 31st January 2024

Staffing Committee Members

Cllrs Steve Collett, Dave Ellis, Mark Feazey, Katherine Giles, Ian Leake, Amanda McLean

Dear Councillor

You are hereby summoned to attend a meeting of BINFIELD PARISH COUNCIL to be held on **Tuesday 6 February 2024** commencing at **7:20pm**. This meeting will be held in the meeting room at the Parish Office, Benetfeld Road, Binfield, RG42 4EW.

Due to the confidential content discussed at this meeting the press and public are not able to attend.

Yours sincerely

A handwritten signature in black ink that reads "Ceri Rance".

Ceri Rance

Clerk to Binfield Parish Council

Binfield Parish Council, Parish Office, Benetfeld Road, Binfield, RG42 4EW

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Agenda

Staffing Committee Meeting



The meeting will be held at Binfield Parish Council Office at 7.20pm on Tuesday 6 February 2024

No. Item

1 **Apologies for Absence**

2 **Declarations of Interest**

To declare any interests in relation to matters to be considered at this meeting.

3 **Review of Previous Meetings Minutes**

3.1 Staffing Committee held on 19 December 2023

4 **Reports**

4.1 Clerk's Hours – to receive a report regarding the Clerk hours (*report included*).

4.2 Staff Hours – to consider the requirements regarding preparations to open the Binfield Community Centre (*report included*).

4.3 Staff Training – to consider training with regard to Procurement (*report included*).

5 **Future Agenda Items**