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## **PUBLIC NOTICE OF MEETING SUMMONS TO STAFFING COMMITTEE MEMBERS**

The meeting of the **Staffing Committee** will be held on **Thursday 1<sup>st</sup> February 2024** at **11:00am** at the **Westlake Room, Balsall Common Village Hall CV7 7FF.**

**The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting, there will be no opportunity for members of the public to speak at this meeting.**

David Slatter  
**Chairman of the Staffing Committee**  
23rd January 2024

### **AGENDA**

- 1. In Attendance**
- 2. Apologies for absence**
- 3. Declarations of Interest**
- 4. Minutes Resolution** to approve as a correct record the Minutes of the: 4th May 2023
- 5.** In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest.
- 6. Proposal** to increase Clerk's salary for 2024/25 following performance review
- 7. Proposal** to increase the Parish Council's Employers Pension Contributions in line with external markets
- 8. Proposal** to recruit a Deputy Clerk to work 20 hours per week
- 9. Proposal** to retain temporary clerk for one day per week until Deputy Clerk is appointed
- 10. Committee to agree** draft Staffing Committee Terms of Reference for submission to Full Council
- 11. Date of next meeting** - To be confirmed