

Tuesday 15th June 2021

To all members of the staffing committee,

You are summoned attend the meeting of Theale Parish Council's staffing committee to be held on **Wednesday 23rd June 2021 at 7:00pm** in the Peter Gooch Room, Pavilion, Englefield Road.

Due to the confidential nature of the business to be discussed, the public and press will be excluded for the whole of this meeting (Public Bodies (Admission to Meetings) Act 1960, s 1(2)).

Cllr Jan Richardson
Chairman

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence and declarations of interest.

2. MINUTES

To adopt the minutes of the staffing committee meeting on 14th April 2021. Chairman to sign the minutes in the presence of the committee.

3. CLERK'S APPRAISAL

To discuss the clerk's appraisal due on 1st July 2021, decide a date and time and appoint two members to conduct it.

4. CLERK'S TRAINING

To contribute the advised amount towards the clerk's financial training.

5. PAY RISES

To recommend annual pay rises for the council's employees. Council to approve at its next ordinary meeting.

6. WORKPLACE SAFETY

To discuss the latest COVID-19 guidelines relating to staff safety.

7. ANY OTHER BUSINESS