

Parish Office
The Pavilion
Englefield Road
Theale
Reading RG7 5AS
Tel: 0118 9306592



28 January 2020

To: Members of the Theale Parish Council Staffing Committee

Dear Councillors,

You are summoned to attend a meeting of Theale Parish Council Staffing Committee to be held in the Peter Gooch Room, Theale Pavilion, Englefield Road, Theale on **Tuesday 4 February 2020** at **7.30pm.**

Yours sincerely

J E Kirk

Clerk of Theale Parish Council

Due to the personnel content covered at this meeting, as per Standing Order 11C, this meeting will not be open to members of the press or public.

AGENDA

1. To receive any apologies for absence and declarations of interest
2. To agree Minutes from previous staff committee meeting held on 18 December 2019
3. To consider matters for staff coming to the end of probation period and agree any actions
4. To consider matters for staff leaving TPC and to resolve any actions needed to minimize impact
5. To consider staff annual reviews