

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



Tuesday 2nd June 2020

To: All members of the staffing committee (all council members for information)

You are summoned to attend a meeting of Theale Parish Council to be held via an online video meeting on **Monday 8th June 2020 at 9pm or at the close of the meeting of the full council, whichever is earlier.**

C Barlow

Interim Clerk to Theale Parish Council

AGENDA for the meeting of the STAFFING COMMITTEE

- 1. To receive apologies for absence and declarations of interest**
- 2. To resolve that the public leaves the meeting for the remaining items, pursuant to section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960**
- 3. To authorise the Assistant Clerk's registration for the CiLCA (Certificate in Local Council Administration) qualification and associated training courses**
See Appointment of Clerk and Ancillary Staff attached, section 5.8.
- 4. To appoint the Assistant Clerk as Clerk as per the details in the Interim Clerk's report**
See Appointment of Clerk and Ancillary Staff attached.