

Willaston Parish Council

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1st February 2024

To: **Members of the Staffing Committee**

Dear Councillor

You are summoned to attend a meeting of the **Staffing Committee** of **Willaston Parish Council** which will be held on **Tuesday 6th February 2024** at **6.00pm** at **St Luke's Church, Coppice Road, Willaston CW5 6QA**

Yours sincerely

Cllr Craig Bailey
Chairman of the Staffing Committee

Agenda

- 1 To receive apologies for absence**
- 2 To receive declarations of Members' interests**
- 3 To approve the minutes of the meeting held on Tuesday 5th December 2023**
- 4 Public participation**

- 5 It is recommended that the Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of the next items (part 2 of the meeting) on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**

Part 2 of the meeting – closed to public

- 7 To consider making a recommendation to full Council to update Terms of Reference**
- 8 To receive an update regarding roles and responsibilities training**
- 9 To consider the annual appraisal of the Clerk/RFO**
- 10 To agree the date of the next meeting**