



BUXHALL PARISH COUNCIL

Chairman: Councillor David Steed
Clerk: Tina Newell
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Councillors David Steed, Malcolm Manning and Les Basham: You are hereby summoned and members of the press and public you are hereby invited to attend a meeting of the **Staffing Committee** of Buxhall Parish Council on **Monday 14 November 2022 from 7.00pm** to be held in Buxhall Village Hall, to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort can be made to provide access.

This meeting will be recorded until the minutes of the meeting have been approved; anyone speaking at the meeting will have deemed to given consent to being recorded.

AGENDA

Item	Description
1.	Apologies for absence: a. Councillors to receive any apologies for absence. b. Councillors to vote on acceptance to apologies for absence.
2.	Declarations of Interest: To receive any Councillors' Interests in subsequent agenda items in accordance with the Councils Code of Conduct and to note any additions and/or deletions to Councillor's Register of Interest.
3.	Dispensation: To receive and consider any requests for dispensations.
4.	Minutes of previous meeting: Councillors to agree the minutes of the Staffing Committee meeting held on 4, October 2021 as a true record of the business conducted.
5.	To resolve to exclude temporarily the Public and Press from a closed meeting pursuant to Standing Order 3D and Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed : annual appraisal of the Clerk.
6.	Staffing: To carry out the Clerk's annual appraisal and salary review.
7.	Chairman to close the meeting.

Tina Newell

Tina Newell Clerk I Buxhall Parish Council
9, November 2022

