



BUXHALL PARISH COUNCIL

Chairman: Councillor David Steed
Clerk: Tina Newell
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On 4 April 2020, the government brought in a new regulation allowing local authorities to conduct meetings remotely; SI 2020 No. 392 The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Councillors: You are hereby summoned to attend a meeting of the Staffing Committee on **Monday 14 October at 7.00pm** to be held in Buxhall village hall. You will be required to sign in to the meeting on arrival and to limit the risk of transmission of the Coronavirus you will be asked to wear a face mask and sanitise your hands

Members of the press and public: You are hereby notified of the meeting to which you are invited to join where public input will be invited. You will be required to sign in to the meeting on arrival and to limit the risk of transmission of the Coronavirus you will be asked to wear a face mask and sanitise your hands. If you require any further information please contact the Clerk before the day of the meeting.

AGENDA

1. Apologies for absence to be received and noted or accepted
2. To receive member's Declarations of Interest in accordance with the Council's Code of Conduct in subsequent agenda items.
3. To receive and consider any requests for dispensations
4. 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 concerning a staffing decision at item 5 on the agenda
5. **Staffing:** To carry out the Clerks annual appraisal and salary review for 2021/22 review
6. To close the meeting

Tina Newell

7 October 2020

Tina Newell, Clerk to Buxhall Parish Council
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