



WITHYHAM PARISH COUNCIL

To all Members of **THE STAFF & ADMINISTRATION COMMITTEE**

You are summoned to attend a meeting of the **Staff & Administration Committee** to be held at **The Old Station**, Station Road, Groombridge on **MONDAY 26th FEBRUARY 2024** at **6pm** when it is proposed to transact the following business:-

Deborah Siddle, Clerk
20th February 2024

There is a 10-minute opportunity for members of the public to address the Committee. Members of the public may attend meetings via Zoom (access details are at the end of this agenda) or attend in person.

Please note that whilst all Committee meetings are public meetings, the nature of the agenda items at Staff Committee will require the meeting to be closed to the press and public for the majority of the meeting.

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS 4-9 PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS**
- 4. PREVIOUS MINUTES & MATTERS ARISING**
- 5. PARISH MAINTENANCE PERSON CONTRACT** - Consider an extension to the current 6-month contract and confirm terms and conditions
- 6. OFFICE VOLUNTEER PROPOSAL** – for consideration
- 7. POLICIES** to recommend to Council:
7.1 Capability
7.2 Dignity at Work
- 8. CLERK'S REPORTS** - overtime, absence and training
- 9. MATTERS OF URGENT IMPORTANCE** FOR NOTING OR INCLUSION ON A FUTURE AGENDA
- 10. INVITE THE PUBLIC TO RETURN TO THE MEETING IF THEY WERE EXCLUDED FOR THE PREVIOUS ITEMS**
- 11. DATE OF NEXT MEETING** – to be confirmed, as required

Join Zoom Meeting:

<https://us06web.zoom.us/j/87439500924?pwd=QED02cDlpjHSToP4b8J95f62U4eTCE.1>

Meeting ID: 874 3950 0924

Passcode: 534382