**Brundall Parish Council**

**Brundall Memorial Hall**

**Links Avenue**

**Brundall**

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**Meeting of the Staffing Committee**

**Monday 18th December 2023 6.30pm**

**Venue: St Laurence Centre**

Members of the Staffing Committee are summoned to attend.

Members of the Press and Public are permitted – prior notice requested.

**Agenda**

1. **Housekeeping**
2. **To consider apologies for absence**
3. **Declarations of interest**
4. **Approval of Minutes and Confidential Minutes of Staffing Meeting 1st November 2023**
5. **Actions from the Staffing Meeting on 1st November 2023**
6. **To consider a resolution to close the Meeting under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following:**

* To feedback from the interviews held for a temporary Administration Assistant
* To consider appointing an applicant to the role of temporary Administration Assistant

1. **Items for next Agenda**
2. **Date of next Meeting:** 9 February 2024

**Claudia Dickson, Deputy Parish Clerk**

**13th December 2023**