

**Meeting of the Staffing Committee
Wednesday 3rd April 2024 16.30
Venue: Brundall Memorial Hall**

Members of the Staffing Committee are summoned to attend.
Members of the Press and Public are permitted.

Agenda

- 1. Housekeeping**
- 2. To consider apologies for absence**
- 3. Declarations of interest**
- 4. Approval of Minutes and Confidential Minutes of Staffing Meeting 22nd January 2024**
- 5. To discuss a Compassionate and Bereavement Leave Policy**
- 6. To consider an Absence Policy**
- 7. To consider an Expenses Policy**
- 8. To consider a resolution to close the Meeting under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following:**
 - a) To confirm the hours and scale point offered to the Deputy Clerk and Asset Manager
 - b) To confirm the contract details for the Deputy Clerk and Asset Manager
 - c) To confirm the hours of the Administration Assistant from the 18th April
 - d) To discuss the staffing structure and reporting responsibilities
- 9. Items for next Agenda**
- 10. Date of next Meeting: tba**

Claudia Dickson
Parish Clerk

25th March 2024