Wokingham Without Parish Council

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28 July 2022

To: All Staffing Committee members

You are summoned to attend the meeting of the Staffing Committee which will be held at 4**pm** on Tuesday the 2nd August 2022 in the Parish Office, Pinewood Centre.

Katy Hughes
Clerk to the Council

AGENDA

1 Exclusion of the press and public
To **resolve** to exclude the press and public (In accordance with the Public Bodies (Admission to Meeting) Act 1960 section 1)

2 Welcome

3 Acceptance of Apologies for absence

4 Parish Clerk recruitment

a) To ***consider*** the recruitment information pack *(to be circulated)* including job profile information and council information

b) To **approve**:
   a. Job title
   b. Hours of work
   c. Advertised salary level
   d. Application form

c) To **approve** location for job advertisement

d) To **agree** a closure date for applications

e) To **agree** an interview date and interview panel

f) To **discuss** and **agree** any other matters in relation to the recruitment process