



Wokingham Without Parish Council

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5th January 2024

To: All Staffing Committee members

You are summoned to attend the meeting of the Staffing Committee which will be held at 9.30am on Thursday the 11th of January 2024 in the Howard Palmer Room, St Sebastian's Memorial Hall.

D Gooch

Debbie Gooch
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 Council Motor Vehicle Insurance**
To **receive** an update regarding the insurance of vehicles and associated staff contract changes.
- 5 **Recruitment of Administrative Assistant**
To **receive** an update on staffing matters and discuss the recruitment process and requirements for an Administrative Assistant.