

Wheatley Parish Council Staffing Committee Agenda
Wednesday 10th November 2021 in the Parish Office
Councillors are summoned to the meeting of Wheatley Parish Council's Staffing Committee on
Wednesday 10th November at 2pm in the Parish Office

Signed: *M.Legg* M.Legg, Clerk to the Parish Council 3rd November 2021

Any member with an interest to declare for any agenda items is reminded to do so.
Copies of documentation is available by contacting the parish office
(clerk@wheatleyparishcouncil.gov.uk or 01865 875615)

No	Agenda Item	Initials
1.	APOLOGIES FOR ABSENCE –	
2.	DECLARATIONS OF INTEREST –	All
3.	MINUTES AND ACTIONS from previous meeting 20 th September 2021	All
4.	TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DUE TO THE PERSONAL CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED	Chair
5.	TO RECEIVE AN UPDATE FROM THE CLERK	Chair
6.	TO DISCUSS GROUNDS MAINTENANCE VACANCY i) Temporary cover ii) Review of job description and personal specification iii) Recruitment process and deadlines	Clerk
7.	TO DISCUSS BUDGETARY REQUIREMENTS FOR 2022-23	Clerk
8.	REVIEW OF KEY DOCUMENTS i) Lone working policy ii) Learning and development policy	Chair
9.	TO DISCUSS LEARNING AND DEVELOPMENT OPPORTUNITIES AND REQUIREMENTS i) Review of recent learning and development ii) Training and development requests iii) SLCC membership approval (Clerk and Ast Clerk)	Clerk
10.	ITEMS FOR INFORMATION	All