

Date 7th June 2019

To all members of the Staffing Committee of Burley Parish Council:
You are hereby summoned to attend a meeting of **The Staffing Committee** to be held in The Parish Council Office, Queen's Hall, Burley in Wharfedale on **Thursday 13th June 2019 at 9pm or on the closure of the Full Council meeting**
If you are unable to attend please let me know in advance.



Clare Smith

Clerk to Burley Parish Council

A G E N D A

1. **To receive any apologies for absence**
2. **To receive any disclosures of interest**
3. **To consider written requests for a dispensation on any matters to be discussed**
4. **Public Participation**
Members of the public are welcome to attend all parish council meetings as observers and during this item members of the public are invited to raise issues with the Parish Council
5. **Minutes of Previous Meeting**
 - To approve the minutes of the meeting of the Staffing Committee held on 27th November 2018
6. **To exclude the press and public during the confidential matters**
7. **To receive and note the completion of the Clerk's three-month review (including acceptance of objectives) and formally confirm the Clerk in post following the completion of the contractual probationary period.**
8. **To consider an increase in hours for the Administrative Assistant and the Library Coordinator**
9. **Date of Next Staffing Committee Meeting – To be confirmed**