

Kempsey Parish Council

Mrs. S Baxter
Clerk and Financial Officer

Parish Office
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To all Members of The Staffing Committee

21st September 2012

Dear Sir/Madam,

STAFFING COMMITTEE

You are summonsed to attend a meeting of the Staffing Committee on Thursday 27th September 2012 at 9.00pm at the Community Centre to transact the business listed below.

This meeting will be held in Confidential Session to exclude the public and press.

Yours faithfully,

S Baxter

Clerk to Kempsey Parish Council

AGENDA

1. Apologies for absence
2. Declaration of Disclosable Pecuniary Interests and Other Disclosable Interests
3. Minutes: To approve the following minutes of Friday 9th March 2012
4. Office Organisation - Discuss staff holidays, holiday cover & staff training (*Cllr Bowley*)
5. Annual Staff Assessment - Discuss preparation of a formal assessment document (*Cllr Bowley*)