

LITTLE MARLOW PARISH COUNCIL
The Pavilion, Church Road, Little Marlow, Bucks SL7 3RS

Notice of Meeting of Employment & HR Committee

Membership:
Cllr Kath Acres
Cllr Anna Crabtree
Cllr Jason Downes
Cllr Phillip Emmett

Dear Sir/Madam,

I hereby give notice that the **MEETING** of the Employment & HR Committee, of the above named Parish, will be held on **Tuesday 16th January 2024 at 11.00 at The Pavilion.**

All members of the committee are hereby summoned to attend the meeting for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Jo Murray, Parish Clerk to the Council

Dated: 9th January 2024

To Cllr

BUSINESS TO BE TRANSACTED

All members of the press and public are invited to attend

1. Apologies for Absence
2. Declarations of Interest – personal or prejudicial
3. To defer the Minutes of the 18th December 2023 meeting
4. Items to be taken in confidential: To determine which items, if any, of the Agenda should be taken with the public excluded. Exclusion of the Press and the Public: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting
5. To agree arrangements to cover the resignation of the Parish Clerk (last day of working 1st February)
6. To determine content of Parish Clerk job Advertisement and Job Description and timeline and scope for advertising
7. Notice of next meeting: tbc