

**Councillors are hereby summoned to attend the  
STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL  
on Monday 25<sup>th</sup> March 2023, to be held at Mary's Church Hall, 6:30pm**

**A G E N D A**

- 1. Chairman's Welcome**
- 2. To confirm the minutes of the meeting held on Thursday 12<sup>th</sup> October 2023**
- 3. To Receive Apologies**
- 4. Declaration of Interests**
- 5. Public Participation Session**, when members of the public may raise matters with Councillors
- 6. To agree a process on how staff workload is managed**, authorise any action and consider associated expenditure
- 7. To review staff working priorities**, authorise any action and consider associated expenditure
- 8. To review staff training**, authorise any action and consider associated expenditure
- 9. To agree the date of the next meeting**, as required
- 10. Close of Meeting**

Chairman - Councillor Mr. I. Stewart  
Chairman – Staffing Committee Councillor Mrs. V. Webb

*L.B. Jose*  
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PORTREATH  
PARISH COUNCIL