**Cranham Parish Council**

Press and Public are excluded from this meeting due to the confidential nature of matters being discussed.

Councillors Lynall, Holyoake, Cooper and Overs **only** are summoned to attend a meeting of the Staffing Committee to be held at 7.00pm on Tuesday 24th January in the Village Hall committee room for the purpose of considering and resolving the business set out below.

**Agenda**

1. **Declaration of interest** from Councillors on items to be discussed – to be received
2. **Apologies for absence** – to be received
3. **Minutes of previous meeting** – to be approved
4. **Staff update and issues** – to receive an update on any issues and discuss and agree a way forward
5. **Personal development reviews** – To discuss and decide on a way forward.
6. **Overtime, sick leave and training** – To note/update for information.
7. **Agree frequency of meetings going forward**

Caroline Field

Parish Clerk

18 January 2017