Great Chart with Singleton Parish Council

Founded in December 1894

A Meeting of the Staffing Committee will be held at Buxford Pavilion, Great Chart Playing Fields Tuesday, 17th November 2026 at 11:00 AGENDA

1. **Apologies for Absence**
   To receive and approve apologies for absence.

2. **Declarations of Interest**
   To hear declarations of interest on items on this agenda

3. **Minutes of the Previous Meeting**
   To approve the minutes of the meeting held on 22nd June 2026 as a true record.

4. **Staffing and Personal matters**
   - **4.1. To agree the working hours and salary of the new Clerk with effect from 4th January 2027.**
   - **4.2. To agree the recruitment of an Administrative Assistant and the salary for the post.**
5. **Date and venue of next meeting**
   To agree date and venue of next meeting



Signed
Date: 10th November 2026
Paula Cowperthwaite – Deputy Clerk to Great Chart with Singleton Parish Council