

**Council Offices:**

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18<sup>th</sup> March 2024

Dear Councillor,

You are hereby summoned to attend an **Extraordinary Meeting of the Staffing Sub-Committee** to be held at Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR on **Friday 22<sup>nd</sup> March 2024 at 10.00am.**

Apologies for absence should be sent to the Clerk at the above address.

Signed:

Marie Hammon

Chair to Burnham Parish Council

**EXTRAORDINARY MEETING OF THE STAFFING SUB-COMMITTEE**

**Friday 22<sup>nd</sup> March 2024 at 10.00am**

**AGENDA**

**1. Apologies**

To accept apologies for absence.

**2. Declarations of interest**

Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**3. Public forum**

The opportunity for members of the public to address the Parish Council.

**EXCLUSION OF THE PRESS AND PUBLIC – If needed. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential) on this agenda**

**4. Staffing Matters – To receive a confidential verbal report from the Locum Clerk**

**5. To agree the recommendations from the Confidential Report**

**6. To close the meeting.**