

LUXULYAN PARISH COUNCIL

Clerk to the Council: Mrs C Wilson, Lower Burlorne Tregoose, Washaway, Bodmin PL30 3AJ
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NOTICE

A MEETING OF

THE STAFFING COMMITTEE

FOR LUXULYAN PARISH COUNCIL WILL BE HELD ON

MONDAY 6TH FEBRUARY 2017 AT LUXULYAN MEMORIAL INSTITUTE AT 6.00 PM

**Members of Luxulyan Parish Council Staffing Committee
are hereby summoned to transact the following business:**

AGENDA

- 16/23 Apologies for absence
- 16/24 Declarations of interest
 - a) Declarations re agenda items.
 - b) Requests for dispensation.
- 16/25 To approve the minutes of the previous meeting of the Staffing Committee on 6th of September 2016 and on the 27th of September 2016.
- 16/26 To resolve to close the rest of the meeting to the public because of the nature of the business to be transacted in accordance with the Public Bodies (Admission to Meetings) Act 1960.
- 16/27 To consider draft documents for the job of cleaner for the public conveniences:
 - a) Job description (JC),
 - b) New employment contract including staff handbook(EC),
 - c) Risk Assessment (CRA), and
 - d) Public Toilets Daily Inspection sheet (PTDC)
- 16/28 Business for the next meeting
- 16/29 Date of next meeting.

***Mrs C Wilson
Clerk to Luxulyan Parish Council
3 February 2017***