



Horndean Parish Council STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON TUESDAY 21st JANUARY 2014 AT 7.30 P.M. AT NAPIER HALL COMMITTEE ROOM.

Members are summoned to attend.

Philippa Penfold
Proper Officer and Office Services Manager

15th January 2014

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To receive and agree the minutes of the meeting held on the 2nd December 2013.
4. **To agree to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960)**
5. To review staff time recording procedures.
6. To discuss recruitment and make recommendations to Council.

PLEASE NOTE TIME AND PLACE OF MEETING.