



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

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Parish Councillors are summoned to attend the meeting of St Andrews Parish Council Staffing Committee which will be held on Wednesday 23rd June 2021 at 7:00pm

Miss Emma Sylvester
Parish Clerk to the Council
16th June 2021

Members of this Committee are:

Jean Blake, Ben Fenton, Mary Friend, Vera Tomlinson (Chairman) and Paul West

Members of Public and Press are welcome. Coronavirus rules apply please speak to the Clerk if you have any questions.

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.
2. **TO ELECT A VICE-CHIARMAN**
3. **DECLARATION OF INTERESTS**
4. **MINUTES**
To approve the minutes of the last meetings held on 16th December 2020 and 19th May 2021 (attached)
5. **PUBLIC RECESS**
Members of the public are invited to make representations to St Andrews Parish Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960

In view of the confidential nature of the following items, a formal resolution will be considered to exclude the press and public from the meeting pursuant to the Public Bodies (Admissions to Meetings) Act, 1960
6. **OVERVIEW**
Chairman to provide overview of staffing at St Andrews Parish Council
7. **APPRAISALS**
To discuss carrying out staff appraisals for 2020/21 and review policy (attached)
8. **SALARIES**
To approve salaries for 2021/22 as budgeted at the last meeting (attached)
9. **SAFETY PRESCRIPTION GLASSES POLICY**
To approve attached policy for safety prescription glasses.