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## Hollinswood and Randlay Parish Council

Chairman: Councillor S Snell Clerk: Katrina Baker MBE MILCM

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25<sup>th</sup> June 2020

**To:** Cllr S Snell Cllr L Ricketts Cllr S Vaughan-Hodkinson  
Cllr J Creed Cllr H Unwin

c.c. Chairman

You are invited to the next meeting of the Personnel Committee on **Monday 29<sup>th</sup> June 2020** which will take place via Zoom at 7pm, in the comfort of your own home.

A link to this meeting will be forwarded to members, nearer to the date.

Public & Press are welcome to attend – anyone interested in joining the meeting, should contact the Clerk for the link.

Yours sincerely

Katrina Baker  
Clerk

### A G E N D A

1. **Welcome**
2. **Apologies for Absence and to consider any necessary approval**
3. **Declarations of Interest**
4. **To confirm the Minutes of the meeting held of 2<sup>nd</sup> March 2020.**
5. **Matters Arising, not otherwise included on the Agenda**
6. **Staff – updates, including sickness and holiday statistics.**
7. **Finance Manager – working towards semi-retirement plan**
8. **Apprentice - update**
9. **Other matters (at the discretion of the Chairman)**
10. **To consider a private session, in matters raised in the meeting, are of a confidential nature.**
11. **To confirm the date & time of the next Personnel meeting**

As per the meeting schedule