

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
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Hungerford
Berkshire
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The Town Clerk
Mrs Claire Barnes
The Library
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5th January 2021

To: Cllrs Simpson, Knight, Winser. Also, to the RFO

You are summoned to a **Part 2** meeting of the **Staff Sub-Committee** to be held on **Monday 11th January 2021**, at **2.00 pm**. The meeting will be held remotely through Zoom and can be accessed through the following link:

Claire Barnes (Town Clerk) is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89763670642?pwd=d1lWSkR2d2lKWWFkV3dBamlmT045UT09>

Meeting ID: 897 6367 0642 Passcode: 861319

A handwritten signature in black ink, appearing to be 'Claire Barnes'.

Claire Barnes, Town Clerk

PART 2 AGENDA

- 1. Apologies for absence**
- 2. Declaration of Interests**
- 3. Consider responses to RFO vacancy**
- 4. Preparation for handover**
- 5. Office working during Covid**
- 6. Review RFO & Town Clerk contract**
- 7. Appraisals 2020, Review outcomes**
- 8. TOIL & Holidays**