



**PULBOROUGH PARISH COUNCIL**  
*Working together for a better future*

**To Members of the Finance & Policy Staffing Sub-Committee:**

You are hereby SUMMONED to a meeting of the Finance & Policy Staffing Sub-Committee to be held in the Parish Office at Pulborough Village Hall on **Tuesday 4<sup>th</sup> April 2023 at 6.00pm.**

Public and press do not have a statutory right to attend this meeting and are excluded due to the confidential nature of the business to be transacted.

**Heather Knight**  
**Clerk**  
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Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 4<sup>th</sup> April 2023**

**AGENDA**

- 1. Apologies for Absence**  
To receive and approve apologies for absence.
- 2. Declarations of Interest and Changes to Register of Interests**  
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 3. Minutes**  
To approve the minutes of the meeting held on Thursday 23<sup>rd</sup> February 2023 (attached) and to receive the Clerk's report.
- 4. Staff Vacancy – Deputy Clerk**  
To receive Clerk's verbal update on current position
- 5. Staff Annual Leave**  
To consider two requests to carry forward accrued annual leave entitlement.
- 6. Staff Appraisals**  
To consider arrangements for staff appraisals.