

# Forest Row Parish Council

Clerk: Mr D O'Driscoll  
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of the PERSONNEL & GRIEVANCE COMMITTEE:

Cllrs. R Lewin, T Lewin Waters,  
(All other Councillors – for information)

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

Tel: 01342 822661  
Fax: 01342 825739  
Email: info@forestrow.gov.uk  
Website: www.forestrow.gov.uk

Dear Sirs

Your attendance is required at a meeting of the PERSONNEL & GRIEVANCE COMMITTEE to be held on FRIDAY 3<sup>rd</sup> FEBRUARY 2023 in the Clerk's office at the Community Centre at time TBC

Date: 30<sup>th</sup> January 2023

A handwritten signature in black ink, appearing to be 'D O'Driscoll'.

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## AGENDA

*Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press should be excluded from the meeting on the grounds of the confidential nature of the business to be transacted.*

1. TO DESIGNATE A CHAIRMAN FOR THE MEETING
2. TO RECEIVE ANY APOLOGIES FOR ABSENCE
3. TO INITIATE A JOB ROLE EVALUATION
4. TO CONSIDER ANY NECESSARY ACTIONS
5. TO SET THE DATE OF NEXT MEETING