



# MINUTES

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**Committee:** Staffing Committee  
**Date:** Friday 19 April 2024  
**Time:** 10.30am  
**Venue:** Parish Council Office

## Present

Cllr Mike Warner (Chairman)  
Cllr Jan Evans  
Cllr Vivienne Hodges

## Also Present

Samantha Parkin (Clerk)

### 01/2024 APOLOGIES FOR ABSENCE

No apologies for absence were received.

### 02/2024 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest were made. No requests for dispensations were received.

### 03/2024 MINUTES

It was proposed by Cllr Evans, seconded by Cllr Hodges and **resolved to accept and sign** the minutes of the meeting held on 3<sup>rd</sup> November 2023 as a correct record.

### 04/2024 CONFIDENTIAL INFORMATION

It was proposed by Cllr Warner that in view of the confidential nature of the business about to be transacted on personal employee matters, it is advisable in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw.

### 05/2024 CLERK'S APPRASIAL

The Clerk's appraisal and review was conducted and targets agreed. A copy of the appraisal is stored confidentially in the Parish Council office.

### 06/2024 NATIONAL SALARY AWARD

It was noted the NJC unions have now presented their pay and conditions claim to the national employers for green book staff.

The Chairman closed the meeting at 11.09am.