



MINUTES

Committee: Staffing Committee
Date: Friday 03 November 2023
Time: 10.00am
Venue: Parish Council Office

Present

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

Also Present

Samantha Parkin (Clerk)

01/2023 APOLOGIES FOR ABSENCE

No apologies for absence were received.

02/2023 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

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

03/2023 MINUTES

It was proposed by Cllr Evans, seconded by Cllr Hodges and **resolved to accept and sign** the minutes of the meeting held on 12th December 2022 as a correct record.

04/2023 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.

05/2023 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.

06/2023 PERSONAL RISK ASSESSMENT

The Council's Personal Risk Assessment and Display Screen Equipment checklist was reviewed, and it was agreed that the clerk should purchase the necessary equipment identified in the risk assessments.

07/2023 NATIONAL SALARY AWARD

It was noted the Local Government Association had not come to an agreement on the 2023/24 pay offer but an announcement is expected soon. The clerk noted the pay agreement will be backdated to 1st April 2023.

The Chairman closed the meeting at 11.25am.

DRAFT