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Minutes of a Staffing Committee meeting held at 7 pm at the PDCC on 8 December 2022

Present: Councillors Weston (Chair), Fausset and Dingle. Also in attendance Caroline Emeny (Clerk). There were no members of the public present.

1. Apologies for Absence –
No apologies as all present.

2. Declarations of Interest and Dispensations -
None.

3. Minutes of last meeting – 1 December 2021

There were no matters arising from the previous minutes, which were approved and signed.

Pursuant to the Public Bodies Admission to Meetings Act 1960 the meeting was closed to members of the public and press

4.1 To review Clerk's employment and appraisal in line with contract of employment and job description
Matters relating to the employment of the Parish Clerk and Responsible Financial Officer were considered. The Clerk's employment was reviewed in line with the contract of employment and job description. An updated Contract of Employment was reviewed for signing by both parties post meeting. Councillors expressed their general satisfaction with the Clerk's performance and working relationships. An annual staff appraisal was carried out and signed by both parties.

4.2 To review salary and expense allowance

An increment of 1 SCP point to SCP26 was approved effective 1 April 2023. The Clerks working from home expenses were reviewed at the request of the clerk and an increase to £6 per week was unanimously approved.

4.3 To receive any comments from the Clerk

The Clerk confirmed she remains happy with her work which is varied and interesting. Frustrations remain at the lack of engagement from Councillors. She continues to attend clerk networking sessions where possible and recently completed an online budgeting course. She will have completed 5 years in April and reminded Councillors that her pro rata holiday allowance will increase from that date as a result.

5. Date of next meeting

To be arranged for November or December 2023 before the budget is agreed.

The meeting closed at 7.30pm