

Draft Minutes of a Staffing Committee meeting held at 7 pm at the PDCC on 14 November 2024

Present: Councillors Pudney (Chair), Cooper and Sneddon. 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 – The minutes of the meeting of 14 December 2023 were approved and signed. There were no matters arising.

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. Councillors expressed their overall satisfaction with the Clerk's performance and working relationships. The annual staff appraisal was carried out and signed by the Chair and the Clerk. .

4.2 To review salary and expense allowance

An increment of 1 SCP point to SCP28 was approved effective for hours worked from 1 April 2025 onwards. No change in the working from home allowance. The Local Government agreed payscales were produced, backdated to 1 April 2024.

4.3 To receive any comments from the Clerk

The Clerk confirmed she still very much enjoys her role and working with the P.C. and has no immediate concerns.

5. Date of next meeting

To be arranged for November 2025 ahead of the usual monthly meeting.

The meeting closed at 7.20 pm