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## **Draft Minutes of a Staffing Committee meeting held at 7 pm at the PDCC on 14 December 2023**

Present: Councillors Weston (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 8 December 2022 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 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 SCP27 was approved effective 1 April 2024. No change in the working from home allowance.

4.3 To receive any comments from the Clerk  
The Clerk confirmed she enjoys her role finding it varied on a day to day basis and interesting. Frustrations continue as reported last year with the lack of engagement from some Councillors. Apart from that, she has no concerns.

5. Date of next meeting  
To be arranged for November or December 2024 before the budget is agreed.

**The meeting closed at 7.20 pm**