



**MINUTES OF THE STAFFING COMMITTEE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE PARK MEETING ROOM
at 6.45PM on 22nd FEBRUARY 2018**

Present Cllrs. Lowings (Chairman), Bennett, Crummett, Goldsmith, and Martin.

In Attendance Mrs M Eversfield (Clerk and RFO).

- 1) Chairman's opening remarks.** The Chairman welcomed those present to the first meeting of the staffing committee.
- 2) To receive and accept apologies for absence.** There were none.
- 3) To receive declarations of interest and consider any requests for dispensations.** There were none.
- 4) To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item 5 on the grounds that it could involve the likely disclosure of private and confidential information.**
AGREED.
- 5) To review the probationary period for the Parish Clerk and Responsible Finance Officer, discuss any staffing matters and consider recommendations to make to full council.** Following a lengthy discussion regarding the Clerk's performance and the expectation of the staffing committee and council it was agreed to make the following recommendations: -
 - The Clerk's probationary period be deemed successful and therefore confirmed in post.
 - The staffing committee to perform an annual appraisal with the Clerk over the coming months with a formal review of reasonable targets over the next 12 months.
 - The Clerk to look at all documentation for the April meeting.
- 6) To note items for the next meeting agenda and to note the date of next meeting as Thursday 26th April 2018 at 6.30pm.**

The date was noted and was agreed that HR policies would be reviewed at the next meeting.

There being no other business the Chairman thanked all for attending and closed the meeting at 7.15pm.

Chairman 22nd March 2018