

**ST CUTHBERT (OUT) PARISH COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE
HELD IN COXLEY MEMORIAL HALL ON WEDNESDAY
23RD OCTOBER 2019 AT 7.45PM**

PRESENT: Cllrs M Hayden; T Mallinson; M Mitchell; G Pettitt; J Reeves.

IN ATTENDANCE: Ms Michele Exton (Parish Clerk); Mrs Lisa Pool (Deputy Parish Clerk).

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies from: Cllr P Foster.

RESOLVED: To approve the reasons given for Members' absence.

02. DECLARATIONS OF INTEREST

02.01. All Cllrs declared a PERSONAL interest in items 06 and 07.

02.02. No requests for dispensations for disclosable pecuniary interests.

02.03. No requests for dispensation.

03. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: To exclude the Public and Press from items 06 and 07.

04. PUBLIC QUESTION TIME

No Members of the Public were present.

05. MINUTES OF ST CUTHBERT OUT PARISH COUNCIL STAFFING COMMITTEE HELD ON WEDNESDAY 1ST MAY 2019

RESOLVED: To approve the minutes of the Staffing Committee held on Wednesday 1st May 2019.

06. FIRST APPRAISAL OF THE DEPUTY PARISH CLERK

The Deputy Parish Clerk's first appraisal was undertaken.

RESOLVED: To recommend to the Finance & Scrutiny Committee to approve the Deputy Clerk's annual increment and salary as shown in the Salary Schedule for 2020/2021.

07. ANNUAL APPRAISAL OF THE PARISH CLERK

The Clerk's annual appraisal was undertaken. The workload increase caused by bureaucracy, quantity of emails and a wider remit was discussed.

RESOLVED: To recommend to the Finance & Scrutiny Committee to approve the Clerk's annual increment and salary as shown in the Salary Schedule for 2020/2021.

RESOLVED: To recommend to the Finance & Scrutiny Committee to increase the number of hours for clerical work by an additional 8 hours per week.

08. DATE AND VENUE OF NEXT MEETING

TBA