



# MINUTES

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**Committee:** Staffing Committee  
**Date:** Tuesday 4 October 2022  
**Time:** 6.30pm  
**Venue:** Community Centre

## Present

Cllr Mike Warner (Chairman)  
Cllr Jan Evans  
Cllr Catherine Fileman-Wright  
Cllr Vivienne Hodges

## Also Present

Samantha Parkin (Clerk)

### 01/2022 CHAIRMAN

Cllr Hodges opened the meeting.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright and **resolved that Cllr Warner** be elected Chairman of the Staffing Committee.

### 02/2022 APOLOGIES FOR ABSENCE

No apologies for absence were received.

### 03/2022 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest were made. No requests for dispensations were received.

### 04/2022 CONTRACT OF EMPLOYMENT

The Clerk had circulated the edited Clerks Contract of Employment prior to the meeting.

It was proposed by Cllr Evans, seconded by Cllr Hodges and **resolved to approve** the suggested changes to the Clerks Contract of Employment.

### 05/2022 CLERKS ANNUAL LEAVE

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright and **resolved to approve** the Clerks annual leave and to reschedule the April 2023 full council meeting.

**06/2022 FUTURE MEETING DATES**

The committee agreed to hold the next committee meeting on Tuesday 14<sup>th</sup> February 2023 at 10.30am in the Parish Council office.

The Chairman closed the meeting at 6.47pm.

***TO DO ACTIONS:***

- Clerk to make the necessary changes to the Contract of Employment
- Clerk to reschedule meeting dates