

RUNTUN PARISH COUNCIL

Draft only: MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 2ND JULY 2024 COMMENCING AT 7PM

Present: Cllrs. P.Nichols, C. Rennison, T. Edwards and C. Davidson.

1. TO APPOINT A CHAIRMAN

Cllr Davidson proposed herself and this was agreed and accepted.

2. TO ACCEPT APOLOGIES FOR ABSENCE - None

3. TO AGREE A TERMS OF REFERENCE.

The above had been circulated to members and was accepted and agreed.

4. TO AGREE SCHEDULE OF MEETINGS

It was agreed that a meeting be held at the end of the financial year to be able to discuss the salary of the Clerk. A second meeting to be held six months later. Dates to be determined.

5. TO CLOSE THE MEETING TO THE PUBLIC ON THE GROUNDS OF CONFIDENTIAL MATERIAL TO BE DISCUSSED FOR THE FOLLOWING TWO ITEMS agreed and closed.

6. TO REVIEW STAFFING CONTRACTS AND JOB DESCRIPTION

Discussion took place on the above and it was agreed that the contract should be updated to reflect salary concerning the National Joint Council. The Chair and Clerk would discuss the contract and job description and bring suggestions to the next meeting.

Training for the Clerk was also discussed.

7. TO ARRANGE A STAFF APPRAISAL

The Clerk would send out a standard appraisal form to Cllr. Rennison and Cllr. Davidson as being agreed to conduct the appraisal, which was agreed to take place on Wednesday July 24th at 2pm.

The meeting closed at 8pm sine die.

Signed

Chair

Date.