

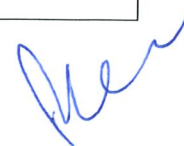
An ordinary meeting of the Staffing Committee was held on Monday 3rd June 2024 at 7.00pm in the Pavilion, Englefield Road, and was attended by the following:

Chair: Cllr. Clifford
Parish Councillors: Cllr. Fenwick & Cllr. Coker
Minutes: Di Hughes – Operations Manager/Clerk

Due to the personnel content covered at this meeting, as per standing order 3d, 11a & 11d, this meeting was not open to members of the public or press.

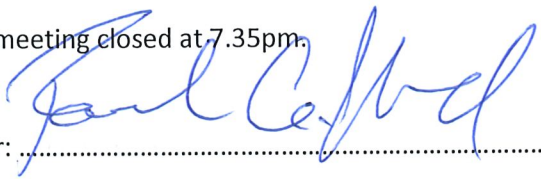
MINUTES

Agenda Item	Minute	Action Agreed	Vote (if required)
1.	<u>Apologies</u> Cllr. Mel Paul	-	-
2.	<u>Declarations Of Interest & Dispensations</u> None.	-	-
3.	<u>Election Of Chair</u> Cllr Clifford was nominated for Chair. He accepted the position. <u>Election Of Vice-Chair</u> Cllr Paul was nominated for Vice-Chair. She was unable to be at the meeting but had in advanced agreed to accept the position if nominated.	Clerk to ensure relevant paperwork is signed by both the Chair & Vice-Chair	Chair Proposed: ZF Seconded: SC All in favour Vice-Chair Proposed: PC Seconded: ZF All in favour
4.	<u>Minutes Of The Previous Meeting</u> Deferred to the next meeting as members couldn't access the wi-fi. The Clerks and other staff annual appraisals are still outstanding.	Clerk to send link to the minutes to all members. Cllr. Clifford to arrange and date for the appraisal to take place.	-
5.	<u>Terms Of Reference</u> Members agreed the Terms of Reference with the only edit/change as recommended at the full Council meeting with regards to the future recruitment to the role of Clerk.	Clerk to edit and circulate for approval. -	-
6.	<u>Staff Appraisals & One To Ones</u> The Clerk updated members on staff one to ones.	-	-



7.	<u>Succession Planning</u> Members agreed to postpone the Office Apprenticeship and to review/extend the current Office Administrator role. Members asked for a formal costing for the new succession planning roles.	Clerk to provide this at the next staffing committee meeting.	Proposed: PC Seconded: SC All in favour
8.	<u>Date Of Next Meeting</u> 8 th July.		

The meeting closed at 7.35pm.

Chair: 

Date: 9/9/24