

MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 8TH OF JANUARY 2025,

AT AUCKLEY PARISH CENTRE, COMMENCING AT 5.45PM

Councillors Present: R. Dobson, J. Staniforth, I. Swainston
E. Lear (Clerk)

1. **Non-Attendance by Councillors**
 - a) Received from Cllr Featherstone
 - b) The reason was accepted.
2. **Declarations of Other Interests and Any Amendments**

None
3. **Determination of the Exclusion of the Public and Press**

Items 5, 6, 7.
4. **Approve the Minutes of the Staffing Committee Held 13th November 2024**

The minutes were approved and signed as a true record.
5. **Undertake the Appraisal of the Clerk**

The appraisal was completed and actions given to the Clerk.
6. **Update on Clerk's Annual Leave for 2024**

The Clerk has used all of the leave for 2024.
7. **Review the Site Supervisor's Induction/Working Arrangements**

The Site Supervisor regularly updates the Clerk about the tasks he has undertaken.
The Staffing Committee will meet in February to discuss if the position will be made permanent and working hours throughout the year.
The Clerk will arrange the appraisal for early March (before the full Council's March meeting).
8. **Review the Staffing Committee Terms of Reference**

The Terms of Reference were reviewed and changes made to the Remit of the Committee, making the Clerk responsible for employment liaison not related to themselves- **AGREED**
9. **Items Raised by the Clerk**
 - a) Storage of Files in the Pavilion: Still to research
 - b) Drill for Site Supervisor- this was provided free of charge as a gift, when purchasing the strimmer. Clerk to purchase drill bits.
10. **Confirmation of Date and Time of Next Meeting**

The next Staffing Committee meeting will take place on Wednesday 12th of February 2025 at Auckley Parish Centre, Auckley.

Chair.....

Date:

