

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Staffing Committee
Held on Wednesday 17th April 2024 at Four Marks Village Hall.**

MEMBERS PRESENT: Cllrs Pullen, McAllister, Coulson.
IN ATTENDANCE: Jo Tsigarides Clerk
APOLOGIES: Cllr Gebbett

24.01 SC APOLOGIES FOR ABSENCE

Cllr Gebbett (health reasons), duly accepted by the Committee.
Cllr Pullen agreed to act as Chairman.

24.02 SC OPEN SESSION/PUBLIC PARTICIPATION

No members of the public present, nothing raised.

There being no items to raise, the Open Session concluded at 6.03pm and Standing Orders were applied.

24.03 SC DECLARATIONS OF INTEREST

There were no declarations of interest.

24.04 SC COMMITTEE MINUTES

On the proposal of Cllr McAllister, which was seconded by Cllr Coulson, it was:

RESOLVED to approve the Minutes of the Staffing Committee held on the 15th November 2023.

23.05 SC STAFFING STRUCTURE

24.05.1 To receive an update on the RFO position.

Cllr Pullen explained that an interview had taken place on the 15th April 2024 and that the candidate was deemed to be suitable for the position. It was felt that they were suitably qualified and that although the accounts package would be a change, that there were a number of available courses to assist them.

It was decided unanimously that the Staffing Committee would recommend the appointment of the candidate to the Full Council, with a starting salary at SCP 18.

24.06 SC STAFF APPRAISALS

24.06.1 To consider moving item 6.2 into a closed session as per the relevant legislation.

On the proposal of Cllr Pullen, which was seconded by Cllr McAllister, it was

RESOLVED to move Agenda item 6.2 into a closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

24.06.2 To review staff appraisal and agree recommendations to Full Council.

The Assistant Clerk's forthcoming probationary appraisal was considered, and it was agreed to recommend that the Full Council authorises a pay increment of One scale point.

The Clerks appraisal was reviewed, and it was noted that the Chairperson had not completed the appraisal form in the correct format. Despite this, the Committee were willing to accept the contents of the report. The Committee agreed to recommend to the Full Council that the Clerk should receive a two SCP increase backdated to the 1st April 2024.

24.07 Next meeting, TBC

24.08 Meeting closed 6.25pm