

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Staffing Committee
Held on Wednesday 20th November 2024 at 6pm at Four Marks Village Hall.**

MEMBERS PRESENT: Cllrs R Pullen, Gebbett, McAllister, Coulson
IN ATTENDANCE: Victoria Ursulean Assistant Clerk
APOLOGIES: None

24.17 SC APOLOGIES FOR ABSENCE
None

24.18 SC OPEN SESSION/PUBLIC PARTICIPATION
No items were raised and the Open Session concluded at 6pm. Standing Orders were applied.

24.19 SC DECLARATIONS OF INTEREST
There were no declarations of interest.

24.20 SC COMMITTEE MINUTES
On the proposal of Cllr McAllister which was seconded by Cllr Gebbett, it was **RESOLVED** to approve the Minutes of the Staffing Committee held on the 7th August 2024.

24.21 SC STAFFING STRUCTURE

24.21.1 To discuss current situation with clerk and potential for locum clerk

All Cllrs were in agreement that they were happy to support the Assistant Clerk where possible, and to ask HALC for a potential Locum. It was noted by Cllr R Pullen that reserves would cover the cost for this.

24.21.2 To discuss possible appointment of temporary staff/volunteers.

The Assistant Clerk agreed to contact HALC. It was also suggested to enquire with neighbouring Parishes if they could offer some time.

24.22 SC PAY AWARD

24.22.1 To review NJC pay award and implementation for members of staff.

Information regarding the NJC pay award had been received and a back dated pay rise would go through in 2025. On the proposal of Cllr Gebbett which was seconded by Cllr Coulson, and with all Councillors in agreement, it was **RESOLVED** to award the Clerk full pay for six months and to review after this.

24.23 APPRAISAL TIMETABLE

24.23.1 To discuss appraisal timetable and any associated matters.

Cllr Briggs will conduct a formal appraisal in February 2025 using the correct format and process. If the Clerk is unavailable, Cllr R Pullen will conduct an appraisal for the Assistant Clerk and RFO.

24.24 Next Scheduled meeting: 19th February 2025 at 6pm

24.25 Meeting Closed at 6.17pm.