

**Notes of Staff Committee Meeting  
Held on 30<sup>th</sup> October 2023  
Aldbury Memorial Hall and the Greyhound Pub at 18:00**

Present: Cllr de la Bedoyere, Cllr McCarthy, Cllr Webb (Chair)

In attendance: Ms Gosia Turczyn

**SC23/01 Apologies**

To receive and accept apologies for absence.  
None

**SC23/02 Interests**

- a) To receive declarations of interest from Councillors on items on the agenda.
  - b) To receive written requests for dispensations for declarable interests.
  - c) To grant any requests for dispensation as appropriate.
- None

**SC23/03 Minutes**

To note that there are no Minutes to be approved from previous Staffing Committee meeting as this is the first formal meeting of this committee.  
Noted.

**SC23/04 Exclusion of Press and Public**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of agenda item 23/05 as publicity would be prejudicial to the public interest due to confidential nature of the business to be transacted, namely staff matters.  
Resolved unanimously.

**SC23/05 Staff matters**

To review annual staff appraisal and development and clerk's contract.

- 1) Assessment – The Clerk updated the committee on her progress with her CiLCA training and qualifications and talked about other training undertaken and delivered within the past year and about the benefits of the knowledge gained and how it reflects on the effectiveness of the council. The committee gave feedback to the clerk and were satisfied with her progress and continued work.
- 2) Review of contract – The HMRC working from home allowance is currently at £6 per week and the clerk has pointed out that she has been paid £15 per month. The committee has agreed that the working from home allowance should change to reflect the HMRC flat rate of £24 per month.

- 3) Personal development – The clerk said that she would like to attend more training and courses to sustain a good knowledge and progress in her role and to gain more confidence. The committee agreed to set up a personal development plan for the clerk with objectives to be met over the next year.
- 4) Review of salary – The committee agreed that the clerk's salary should be increased 7% in line with the ongoing inflation, and this will be recommended to the council for approval.

**SC23/06**

**Next meeting**

To agree date of next meeting of the Staffing Committee.

The committee agreed to review the clerk's progress and salary after she passes her qualification.

**SC23/07**

**Meeting close 18:50**