



Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Staffing Committee meeting held on Tuesday 20th of February at Singleton Village Hall Parish office starting at 10.00 am

Present: Y Barker, D Gathern and Sullivan
A Szocs (Clerk)

The meeting commenced at 10.10 am.

1. Apologies for absence

Cllr Wiffen

2. Declarations of Interest

None

3. Minutes of the Previous meeting

The minutes of the previous meeting held on 31st October 2023 were approved as a true record.

Proposed: Sullivan	Seconded: Cllr Y Barker	In Favour: 3
Vote against: 0	Vote Abstain: 0	Motion carried

4. Staffing

4.1. Members of the committee reviewed the new Model Contract of Employment. The new contract was compared to the Clerk's existing contract however, the amendments will apply to all employee apart from section 9.3 that refers to qualifications specific to the Clerk. For clarity the committee agreed to include the following sentence in addition to the listed qualifications "the council may consider other qualifications that they feel might be relevant to the role". The clerk is to seek clarification on point 15.6 what the 2 additional statutory days are. The committee also requested the addition of a signature in Appendix 1 after the job role description. With those changes, the committee agreed to accept the new contract and to recommend it to the full council.

Proposed: Cllr Sullivan	Seconded: Cllr Gathern	In Favour: 3
Vote against: 0	Vote Abstain: 0	Motion carried

5. Personal Development and Training

The discussion of this item has been postponed.

6. Date and venue of next meeting.

The date of the next meeting will be on Friday, 15th of March starting at 10:00.

The meeting closed at 11:00

Signed by: _____ Date: _____