

## BUXHALL PARISH COUNCIL

### Minutes of the Staffing Committee Meeting held on 14 November 2022 held in Buxhall Village Hall

**Councillors Present:** David Steed (DS) (Chairman), Malcolm Manning (MM) (Vice Chairman) and Les Basham (LB).

**In Attendance :** Tina Newell (Clerk).

- 141122/01SC **Apologies for absence:** As all members were in attended no apologies were required.
- 141122/02SC **Declarations of Interest and Dispensation considerations:** None.
- 141122/03SC **Dispensation:** There were no requests for dispensations to consider.
- 141122/04SC **Minutes of previous meeting:** All Councillors agreed the minutes of the meeting on 4, October 2021 were a true record of the decisions made and resolved for DS to sign them as such (minutes ref 041021/01-041021/05SC)
- 141122/05SC As there were no attendees other than the staffing committee members there was no resolution required to exclude press and public from the meeting
- 141122/06SC SC The annual staff appraisal was carried out. All members agreed the Clerks knowledge of duties and quality of work were consistently above the acceptable standard of the grade, and quantity of work , relations with others, communication skills, and manual/numerical/operational skills are well above the performance expected.
- 141122/07SC All Councillors noted the National Joint Council has agreed a pay rise of £1,925 pro rata back dated to 01 04 2022 with additional days holiday.
- 041021/08SC The Chairman closed the meeting at 7.13pm.

These minutes are in draft form only. They have not been ratified by the staffing committee and therefore are not a matter of formal record. They will be presented to the staffing committee for approval at the next meeting.