

BUXHALL PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on **4 October 2021 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).

- 041021/01SC **Apologies for absence:** As all members were in attended no apologies were required.
- 041021/02SC **Declarations of Interest and Dispensation considerations:** None.
- 041021/03SC As there were no attendees other than the staffing committee members there was no resolution required to exclude press and public from the meeting
- 041021/04SC The annual staff appraisal was carried out. All members agreed the Clerks knowledge of duties, quality and quantity of work, relations with others, communication skills, and operational skills are well above expectation. Noting no pay rise was awarded in 2020 all members were in favour to propose an increase in the Clerk's pay to SSP 17.
- 041021/05SC The closed the meeting at 7.13pm.

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