



Minutes of the Staffing Committee Meeting of Alderholt Parish Council held at 7pm on Monday 29th January 2024 in the Committee Room.

Present: Cllr A Butler, Cllr G Logan and Cllr D Tooke.

In Attendance: Nicky Ashton (Parish Clerk).

1.24 To elect Chairman for the meeting:

Cllr Tooke was elected Chairman.

2.24 To receive and accept apologies for absence:

There were no absences.

3.24 To receive declarations of interest and/or consider the granting of dispensations:

There were no declarations of interest or granting of dispensations.

4.24 To confirm that the minutes of the Staffing Meeting held on 3rd October 2022 are a correct record of that meeting:

Members **RESOLVED** to approve the minutes as a correct record of the meeting.

5.24 Public Forum:

There were no members of the public present.

6.24 EXCLUSION OF PRESS AND PUBLIC- In accordance with Standing Order 3(d) to RESOLVE that in view of the confidential nature of the following business items the press and public be excluded from the meeting pursuant to the Public Bodies (Admission to Meetings) Act 1960 (as amended by the local Government Act 1972 s.100):

There were no members of the public present.

7.24 To review the Clerk's probationary period:

A discussion took place regarding the Clerk's performance since her start date of 25th September. In discussion with the Clerk the Probation Review Form was completed and it was noted performance to date has been very good with the appointment being confirmed as permanent with no need for the probationary period to be extended.

8.24 To note the Assistant Clerk's return to work:

The Assistant Clerk's return to work was noted and it was agreed a return to work meeting should take place. It was agreed for the Clerk to arrange a date for the meeting to be held with the Assistant Clerk and two Cllrs from the Staffing Committee.

9.24 To review staff holidays:

The Clerk requested two weeks holiday during the summer period and a day's holiday for a university visit. Members approved the request.

10.24 To discuss staff appraisals:

Members agreed to consider an appraisal as part of return to work discussion.

11.24 To discuss Terms of Reference and future meetings.

The Clerk pointed out the Terms of Reference really need updating to ensure they cross reference with other staffing policies. Members agreed for amendments to be made for



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referral to Full Council prior to the next Staffing Committee meeting. It was agreed to hold the next meeting on 7th October 2024.

With no further business the Chairman closed the meeting at 9.00pm

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