

## SEAL PARISH COUNCIL

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**Clerk to the Parish Council**  
**Mrs Clare Boland**

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**To all members of the Staff Committee**

**You are hereby summoned to attend a Staff Committee meeting of the SEAL PARISH COUNCIL which will be held on Monday 9<sup>th</sup> October 2023 in Seal Pavilion on Seal Recreation Ground beginning at 7.30pm to transact the business shown on the agenda below.**

Items included in this agenda is regarding the Councils personnel and will therefore be closed to the public.

**1. Apologies:**

**2. Declarations of Conflict of Interest**

**3. Civility and Respect**

The Full council passed this item to the Staffing Committee for determination, as they wanted to amend it. The Clerk has found out that no amendments can be made to the certificate. Councillors to decide if it should be signed (the Certificate is attached to this agenda) or not.

**4. Clerks Annual Appraisal held on 10<sup>th</sup> July 2023**

This has already been circulated with additional documents from the Clerk. The committee to discuss the contents and any issues arising from them.

**5. Clerk to present an update on all issues raised at the appraisal on the to do list.**

Stating if they have been completed and if not when they are expected to be completed (copy is attached). Committee to agree the frequency of meetings with the Clerk to discuss problems and updates.

**6. Clerk to present the Caretakers Annual Appraisal.**

Discuss any issues or ideas that were raised (copy is attached).

**7. Any other staffing issues**

**8. To discuss the Clerks salary increase (albeit we may not have the NALC pay scale).**

To be put forward to the Finance Committee meeting as a pay increase for the year 2023/2024 and budget for 2024/25.

**9. Any other staffing issues**