

**The Staffing Committee meeting of Seal Parish Council was held on Monday 9<sup>th</sup> October 2023 in Seal Pavilion on Seal Recreation Ground at 7.30pm**

**Present**

Mrs. L Talbot (Chairman), Mr. R Bourne, Mr. C Haslam, also the Clerk

A number of items in this meeting were regarding personnel therefore it was closed to the public.

1. **Apologies** – Mr. A Michaelides

2. **Declaration of Interest** – None

3. **Civility and Respect Policy**

This policy had been passed to the committee by the Full Council to review. The committee agreed and supported the policy in principle, but felt it was aimed at larger councils. They therefore proposed to pass it back to the Full council with the recommendation “That no further action was required”,

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

This had been circulated with other documents to the committee.

Discussions were held and are attached under Ref 4 as a confidential document.

5. **Clerks update on her Appraisal Action Plan**

The Clerk presented her report. Discussions were held and are attached under Ref 5 as a confidential document.

6. **Caretakers Annual Appraisal**

The Clerk had carried out the Annual Appraisal. Discussions were held and are attached as Ref 6 as a confidential document.

The Committee agreed that the Caretaker should undertake a “Working at Heights course”.

The Clerk to report back and then arrange this as soon as possible.

7. **Any other staffing issues**

Discussion was held regarding annual leave. It was agreed to leave the start dates for leave unchanged.

8. **Clerks Salary Increase 2023/24**

It was not possible to discuss this as NALC had not yet sent the new increases.

9. **Any other Staffing Issues**

- Clerks Annual Appraisal would be held in July and Caretakers in August.

Meeting closed at 9.15