

Hooe Parish Council

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Minutes of the Staffing Committee Meeting held on 6th November 2023

Attendees: Cllr A. Loyd (AL), Cllr S. Crawhurst (SC), Cllr G. Kirk (GK), Cllr D. Carey (DC), Cllr R. Clifton (RC)
Cllr B. Leonard (BL)

In attendance: J. Warrener – Clerk /RFO

No members of the public present. Meeting opened at 7pm

Business Transacted

1. **Introduction and welcome.**

2. **To request for nominations and select a chairman for the Staffing Committee.**

BL put himself forward to be chairman of the Staffing Committee and SC seconded.

Resolved that BL be chairman of the Staffing Committee.

3. **To request for nominations and select a vice chairman for the Staffing Committee.**

Proposed by SC and seconded by GK.

Resolved that AL be vice chairman of the Staffing Committee.

4. **Disclosure of Interests**

Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.

To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to register of interests should be notified to the clerk.

None declared.

5. **To receive apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (3).

Apologies received from Cllr. Paul Yeeles.

6. **To approve and sign the minutes of the Staffing Committee meeting held on 14th December 2022 as a true record.**

Proposed by SC and seconded by GK. All agreed with an abstention from BL as not present at meeting.

Resolved that the minutes of 14th December 2022 are signed as a true record.

7. **To exclude the public for agenda items 8 and 9 the following resolution must be passed.**

Under the public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of **agenda item 8 and 9** whereby matters relating to an employee are to be discussed, as the business and publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by SC and seconded by AL. All agreed.

Resolved to exclude the public from the Staffing Committee meeting for agenda items 8 and 9 as agreed under the Public Bodies (Admission to Meetings) Act 1960 due to employee matters to be discussed.

Matters For Consideration and Resolution

8. **To discuss and agree the Terms of Reference for the Staffing Committee.**

Proposed by AL and seconded by SC. All agreed.

Resolved to agree the Terms of Reference for the Staffing Committee as written.

9. **To discuss the Clerk’s employment contractual arrangements and workload and agree any actions required.**

A confidential matter not to be reported in the public domain.

The Staffing Committee meeting finished at 8.15pm.

Signed: Chairman: Cllr. B. Leonard

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the “Public Session” period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.