



Studley Parish Council

Minutes of Extraordinary Staffing Committee meeting

- Committee members present** Cllr P Hencher-Serafin - Chair, Cllr B Dixon, Cllr M Osborne, , L Kent
- In attendance** Clerk/RFO, Liza Rose, Katharine Walters, Clerk, one member of the public.
- Min #SC012** **Agenda item 1 – Chairman’s welcome**
The Chairman welcomed everyone to the meeting.
- Min #SC013** **Agenda item 2 - Apologies**
Cllr J Beard
- Min #SC014** **Agenda item 3 - Declarations of Interest**
None.
- Min #SC015** **Agenda item 4 - Grant of dispensation following declaration of interests**
None.
- Min #SC016** **Agenda item 5 - Public Forum**
No members present.
- Min #SC017** **Agenda item 6 - To resolve to close the meeting** to members of the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of confidential matters relating to staffing.
- Min #SC018** **Agenda item 8 – To review and discuss items in confidential report.** Report number 23/005 was circulated and reviewed.
*Members **agreed** to engage the services of a Support Officer for a duration of six months to help alleviate extra workload placed on office staff.*
- It was **agreed** that the Support Officer would provide up to fifteen hours per week on a self-employed basis, at a cost of £20 per hour. The contract will be for a period of six months.*
- Members noted that Staff Appraisals for the Clerks were overdue and should be arranged.*

Min #SC019 Agenda item 9 - Agenda item 11 - To agree date and time of next meeting – 9th January 2024 at 1pm.

This meeting ended at 3.08 pm.

Signed
Date.....
Chairman, Staffing Committee