

**Minutes of the Meeting of Caversfield Parish Council Staffing Committee held on
Wednesday 15 January 2025 at 9.30pm in the Chinnery Room of Fringford Village Hall**

Present: Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Roger Shipway,
Cllr Glenice Sutcliffe (Chairman), Cllr Alan Tennant

In attendance: Mrs Jane Olds (Parish Clerk)

Apologies: None

1. Apologies for absence – to receive apologies

No Councillor apologies were received.

2. Requests for Dispensations, Declarations of interest, gifts and hospitality – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct
Nothing was declared.

3. Public Participation

No members of the public attended the meeting.

4. Public and Press – to consider passing a resolution, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 that the public and Press be excluded from the meeting for the following items by reason of the confidential nature of the business to be transacted.

The Council **RESOLVED** to agree to exclude the Press and public due to the confidential nature of the business to be transacted.

5. Staffing

a. Appraisal / Personal Development Plan – to discuss the Clerk's Personal Development Plan

The Council **RESOLVED** to agree that Councillor Sutcliffe would circulate a choice of appraisal forms for the Clerk and Councillors to consider. Councillors Sutcliffe and Nisbett would decide on the format of the appraisal in conjunction with the Clerk.

The Clerk would provide the Committee with the NALC approved new model job description for information.

b. Salary Review – to consider the salary review for 2025/26

The Council considered the Clerk's salary and hours and **RESOLVED** to agree to increase the Clerk's hours from 15 a month to 20 a month and to increase the salary scale point from SCP10 to SCP13 at £14.60 per hour (at the 24/25 rates). This would take effect from 1 April.

6. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 5 March 2025

7. Date of Next Meeting

The Council noted that the next meeting of the Parish Council would take place in the Chinnery Room of Fringford Village Hall on Wednesday 19 March 2025 at 7.30pm.

The meeting closed at 9.47pm

Signed

Dated