

**DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING OF SELBORNE PARISH COUNCIL,
VIRTUAL MEETING, HELD ON WEDNESDAY 7th DECEMBER 2020 AT 7.30PM**



Present: Cllr S Bennett (Chairman), Cllr E Briggs, Cllr C McMeekan,
Cllr N Palmer, Cllr L Roberts

Also present: Jane Ives, Clerk

The following are draft minutes of the Staffing Committee meeting held on 7th December 2020 and are subject to approval at the next meeting

- 20.167 Apologies for Absence:** None
- 20.168 Declarations of Interests:** None
- 20.169 Public Questions:** There were no members of the public present.
- 20.170 Management of the Clerk:** It was **RESOLVED** that Cllr Bennett and Cllr Palmer would be responsible for routine staff management issues such as approving holiday requests, sickness absence and similar.
- 20.171 Exclusion of Members of the Public & Press:** In accordance with the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED** that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.
- 20.172 Clerk's Hours:** It was **RESOLVED** that the Clerk's hours would remain at 16 hours per week. Any hours worked up to 18 hours per week are at the discretion of the Clerk and would either be paid or taken as time off in lieu. Any hours over and above 18 per week should be agreed in advance by Cllrs Bennett and Cllr Palmer.
- 20.173 Clerk's Pay and Employment Contract:** It was **RESOLVED** to make a recommendation to Council to rectify the error raised by the internal auditor with regards the Clerk's pay from 9th June 2020. It was further agreed that recommendations would be made to full Council regarding the Clerk's employment contract.

The meeting closed at 8.30pm.

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