

TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

Minutes of the Staffing Committee meeting Wednesday 14 May 2025 at 6pm at Toller Porcorum Village Hall

Present:

Councillor Neil Farmer (NF)

Councillor Peter Crabbe (PC)

Councillor Jane Curry (JC)

In attendance:

Clare Smith (Clerk)

1. Elect Chair of Staffing Committee

NF was nominated and elected Chair. NF accepted the position. **Resolved.**

2. Motion to exclude members of the press and public from the meeting as all items are confidential, relating to individual members of staff, and are subject to the Public Bodies (Admission to Meetings) Act 1960.

Motion passed. **Resolved.**

3. Annual appraisal of the Clerk

a. Approve appraisal of the Clerk

The Clerk has performed their duties to a satisfactory level from May 2024 – April 2025. Appraisal completed and all parties in agreement. **Approved.**

b. Agree priorities for the Clerk for 2025-26

Tasks discussed and priorities agreed with the Clerk. **Agreed.**

4. Agree to recommend an increase in pay by one scale point to Parish Council

Due to satisfactory performance the Clerk's pay should be increased by one scale point as per contract. **Agreed.**

Meeting closed 6:28pm