

# TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

## Minutes of the Staffing Committee meeting Monday 27 October 2025 at 1pm at Toller Porcorum Village Hall

**Present:**

Councillor Neil Farmer (NF)

Councillor Peter Crabbe (PC)

Councillor Jane Curry (JC)

**In attendance:**

Clare Smith (Clerk)

Councillor Helen Jones (HJ)

**SC/25.10-1. To receive and accept apologies for absence**

None. Cllr HJ in attendance.

**SC/25.10-2. To receive declarations of interest or any grants of dispensation**

None.

**SC/25.10-3. To accept the minutes of the Staffing Committee Meeting held 14 May 2025**

**Accepted.**

**SC/25.10-4. 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.**

**SC/25.10-5. Conduct 6-month appraisal of the Clerk**

**i. Review performance**

Performance has been good.

**ii. Review progress with agreed priorities**

Work on priorities progressing well. The Committee recommended delaying some work until 2026 to spread the workload.

**iii. Receive update from the Clerk on progress with CiLCA qualification**

4 units out of 5 have been passed and Clerk is on track to meet deadline of 30 November for final unit.

**SC/25.10-6. Approve 6-month appraisal of the Clerk**

6-month appraisal completed and all parties in agreement. **Approved.**

**SC/25.10-7. Agree report for next Parish Council Meeting**

NF will provide a verbal report if deemed necessary. **Agreed.**

Meeting closed 1.20pm

Signed by Chair: ..... Date: .....