

Malvern Wells Parish Council

Minutes of Staffing Committee Meeting held on Tuesday 20th August 2024 at 7pm in Malvern Wells Village Hall.

Present

Cllrs. C. Gates (Chair), P. Stanier, J. Black (quorate).

In Attendance

Kate Howe (Clerk).

Public participation: there were no members of the public present.

1. Apologies: none.

2. Declarations of Interest

a) Members **noted** the need to update **Register of Interests**.

b) **Disclosable Pecuniary Interests:** there were none.

c) **To declare any Other Disclosable Interests in items on the agenda and their nature:** there were none.

d) **Written requests for the council to grant a dispensation:** there were none.

3. Minutes

PS proposed, JB seconded, committee **agreed:**

a) Minutes of the previous staffing committee meeting on July 26th 2023 as accurate record and signed by the chair at meeting

b) Notes of the informal staffing meeting held April 24th 2024 as accurate record and signed by the chair at meeting.

4. Exclusion of Public and Press

a) CG proposed, JB seconded, Committee **resolved** in view of the nature of the agenda items to be debated and in accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public and press be required to leave the meeting.

Under confidential session it was agreed to take on a contractor to assist with finance matters for 6 hours per week from October 2024 to March 2025. Terms were discussed and the contractor agreed to send their terms and conditions to the Council for signing.

The Clerk’s hours were discussed alongside an allegation of bullying.

An informal appraisal of the Clerk was held after 6 months in permanent position. The Committee advised steps to reduce the need for the Clerk to work so many extra hours such as passing on research into a new website and obtaining quotes.

There being nothing further to discuss the meeting closed at 8:50 pm.

Signed.....

Date.....