

**Minutes of a Staffing Committee Meeting of Caversfield Parish Council held on
Wednesday 18 September 2019 at Gagle Brook School, Elmsbrook following the Parish
Council Meeting**

Present: Cllr Tom Astley, Cllr Eleanor Booth-Davey (Chairman), Cllr Fiona Hitchcock,
Cllr June Nisbet

In attendance: Mrs Jane Olds (Parish Clerk);

Apologies: Cllrs Glenice Sutcliffe and Cllr Terry Williams

1. Apologies for absence – to receive apologies

The Council received Cllrs Sutcliffe and Williams' apologies.

2. Requests for Dispensations, Declarations of interest, gifts and hospitality

Nothing was declared.

**3. Move to exclude the public, under the Public Bodies (Admission to Meetings) Act 1960
s. 1, & Local Government Act 1972 Sch 12 A**

The Council **RESOLVED** to agree that Members of the Public were excluded from the meeting due to the confidential staffing matters under consideration.

4. To review the work of the Parish Clerk and consider employment terms

The Clerk had given the Councillors her 'Clerk Year' document which outlined all the regular tasks she currently undertook for the Parish.

The Clerk then left the room while the Councillors discussed any issues. She returned shortly afterwards.

The Council wished to record its thanks to the Clerk for her organised work. The Councillors were happy with how the Clerk undertook the role.

5. Items for information or next Agenda only

a. Agenda items

The Clerk requested that all items for the next agenda should be submitted by Wednesday 6 November 2019.

6. Date of Next Meeting

The Council noted that the Parish Council meeting would take place on Wednesday 20 November 2019 at 7.30pm at Gagle Brook School.

The meeting closed at 8.48pm

Signed

Dated