



**MINUTES of the EMPLOYMENT COMMITTEE MEETING of FEERING PARISH COUNCIL
held at Feering Community Centre on Tuesday 3 October 2023 at 10.00 am**

Present: Cllr P Lees (Chair) Cllr P Carlaw Cllr S Taylor
Cllr N Warwick Lisa Collins – Clerk to the Council

007/2023 Welcome and Apologies

Cllr Lees welcomed everyone to the meeting. Apologies were given to the clerk for the delay in the meeting. Explained that the meeting was a closed meeting due to the nature of the meeting and is confidential from the council. Only outcomes are communicated to the Council.

008/2023 Declarations of Interest

No declarations of interest were received.

009/2023 To approve the minutes of the meeting of the Employment Advisory Group held on 1 August 2023

After discussion it was **agreed** that the minutes of the Employment Advisory Group were approved.

010/2023 Resolution to exclude public and press

After discussion it was **resolved** to exclude public and press from the meeting due to the confidential nature of the business to be discussed. Proposed by Cllr Lees, seconded by Cllr Taylor.

011/2023 To review list of priorities for Clerk

Clerk's targets were discussed

1. Continue to communicate priorities with the Council and using these to guide her work particularly around financial year end audits, budget/precept preparation, APM/Annual Report – Clerk felt that it had improved. It was discussed that key dates should be diarised for communicating to councillors.
2. Continue with CPD entitlement and look for further training to undertake – VAT course has been found and will be undertaken along with the Clerk's Refresher course. Social media / PR training still needs to be undertaken.
3. Ensure new Councillors feels supported and are supported in their role and feel that the Clerk is accessible. New councillor formal feedback to be received by date of next meeting should indicate being and feeling supported in their new role. It was discussed that the new councillors feel supported. It was discussed that when information is sent out it should possibly be more specific particularly for training if they should be an important course for the councillors.
4. Continue improving the profile of the Council and the Clerk – It was discussed that while we do not have any PR assistance the message is still getting across for the Parish and important information is being disseminated.

After discussion it was **agreed** that the targets are being met and progressed.

- 012/2023 **Committee to discuss and agree recommendations to be put forward to Full Council in terms of precept and salary review**
- After discussion, it was **agreed** that a recommendation would be made to Full Council that an additional performance point should be included into the budget for salary for 2024-2025. Proposed by Cllr Lees, seconded by Cllr Carlaw.
- It was also **agreed** that the Clerks hours should be reviewed as and when the Parish expands.
- 013/2023 **To consider any other issues raised by the Clerk**
- No issues raised by the Clerk
- 014/2023 **Items for Next Agenda**
- i Workload and expansion of the Parish
- 015/2023 **Date of next meeting**
- Meeting to be held on Monday 18th March at 10.00 am

There being no further business the Chair closed the meeting at 10.54 am and thanked everyone for attending.

Signed

.....
Paul Lees

19 March 2024