

# BEMBRIDGE PARISH COUNCIL

5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN

Tel: 01983 874160

---

## Minutes of the Staffing Committee meeting 3<sup>rd</sup> October 2023

Mark Rochell, Responsible Financial Officer to the Council

4<sup>th</sup> October 2023

---

In Attendance: Cllr M Groom, Cllr P Kenny, Cllr L White

---

### 1/23 Elect a Chair

To elect a chair of committee.

**Resolved:** To elect Cllr P Kenny as Chair of the Staffing Committee.

### 2/23 Apologies for Absence

To receive apologies for absence

**Received:** Apologies received and accepted from Cllr Noyes and Cllr Stoddart-Stones.

### 3/23 Declarations of Interest

To receive declarations of pecuniary or other interests relating to items on agenda.

**None Received**

### 4/23 Terms of Reference

To note Terms of Reference as agreed by Full Council.

**Noted**

### 5/23 Exclusion of Public and Press

To resolve that in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted.

**Resolved:** to exclude press and public

### 6/23 Contracts

To receive updates on current contracts of employment.

**Received:** Clerk contract needs minor alterations before being signed by Clerk and Chair, all other staff contracts now signed and up to date.

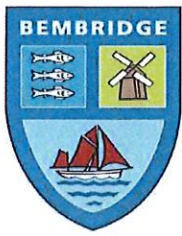
### 7/23 Training

- i). To receive update on training progress to date.

**Received:** Clerk enrolled on ICCM training, and CiLCA training, both Clerk and RFO progressing towards CiLCA qualification.

- ii). To discuss future training requirements.

**Resolved:** To investigate possibility of group training for Councillors.



# BEMBRIDGE PARISH COUNCIL

5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN

Tel: 01983 874160

---

## 8/23 Budget

- i). To receive update on latest NJC pay negotiations 2023/24.

**Received:** Latest offer rejected by NJC, awaiting further updates.

- ii). To review staffing budget 2024/25.

**Reviewed:** Further discussions to continue as part of process to set 24/25 precept.

## 9/23 Appraisals

- i). To agree dates for annual staff appraisals.

**Agreed:** To set dates for appraisals to be completed before the end of October.

- ii). To agree panel to carry out appraisals.

**Agreed:** Panel to consist of Cllr Kenny, Cllr White and Cllr Stoddart-Stones with further assistance from Clerk.

**DATE OF NEXT MEETING** – TBC following completion of staff appraisals.