

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE WVCA HALL  
ON MONDAY 26<sup>th</sup> FEBRUARY 2024**

Present: Cllrs: S Bryant, R Chandler, N Kirk & S Dyer (Clerk)

**ST/24/01 PUBLIC PARTICIPATION**

None.

**ST/24/02 APOLOGIES FOR ABSENCE**

None, all in attendance.

**ST/24/03 TO RECEIVE ANY DECLARATIONS OF INTERESTS UNDER  
WHITCHURCH VILLAGE COUNCILS CODE OF CONDUCT  
(ADOPTED ON 7th NOVEMBER 2012)**

None received.

**ST/24/04 TO RECEIVE, CONSIDER AND GRANT ANY DISPENSATIONS  
(FOR DISCLOSABLE PECUNIARY INTERESTS)**

None received.

**ST/24/05 PRIVACY TO CONSIDER EXCLUDING THE PUBLIC AND PRESS DUE  
TO THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS.**

As there were no members of the public or press present there was no need exclude anyone from the meeting.

**ST/24/06 TO CONSIDER THE JOB DESCRIPTIONS AND AGREE ANY ACTIONS  
REQUIRED**

The job descriptions compiled by the Clerk were discussed and will be ratified by members of the Staffing Committee by observing staff over the next few months.

**ST/24/07 TO DISCUSS STAFF CONTRACTS AND AGREE ANY ACTIONS  
REQUIRED**

Staff contracts were discussed and it was recommended to extend the existing Administration Assistant's contract to 31<sup>st</sup> March 2025.

**ST/24/08 TO CONSIDER IMPLEMENTING STAFF APPRAISALS AND AGREE  
THE WAY FORWARD WITH THIS**

Following the previous two items being implemented further areas for development and appropriate training will be discussed leading onto Staff Appraisals.

**Meeting ended at 3.00.p.m.**