

**MINUTES OF THE STAFFING COMMITTEE MEETING OF  
KEMPSEY PARISH COUNCIL HELD ON  
FRIDAY 26<sup>TH</sup> APRIL 2013 AT 1.00PM  
AT KEMPSEY COMMUNITY CENTRE**

**PRESENT:** - Cllr J Michael (Chair), Cllr Patrick and Cllr Gerrard

**IN ATTENDANCE:** - Clerk Sharon Baxter

- 1. Apologies:** To receive apologies and to approve the reason for absence – Cllr Bowley (Holiday)
- 2. Declarations of Interest**
  1. Register of Interests: Councillors are reminded of the need to update their register of interests.
  2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. – None
  3. To declare any Other Disclosable Interests in items on the agenda and their nature - None
- 3. To Consider Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011) – written requests to be submitted to the clerk prior to the Meeting.** No requests received

<b>No questions for Public Question Time.</b>
---

- 4. Minutes:** Having been previously circulated the minutes of the Staffing Committee 12.02.13 were approved.

*It was agreed to enter discussions in Confidential Session*

- 5.** The Staffing Committee agreed the Assistant's 2012/13 Annual Appraisal. A recommendation is to be made at the next Parish Council Meeting in respect of a salary increment back-dated to 01.04.13. A recommendation was made to review The Assistant's current job description and to benchmark her role in accordance with NALC guidelines/role profiles.
- 6.** The Staffing Committee agreed the Clerk's 2012/13 Annual Appraisal. A recommendation is to be made at the next Parish Council Meeting in respect of a salary increment back-dated to 01.04.13.

Sharon Baxter  
Clerk  
26<sup>th</sup> April 2013