

Clerk to the Council/RFO: Caroline Higgins
Chairman: Cllr Tim Ryan

Minutes of the Staffing Committee meeting on Monday 9 December 2019 at **6.00pm** in the Memorial Hall. In attendance, Cllr Ryan (Chair), Cllr Parkhurst, Cllr Rob Hudson, Cllr Underwood, Cllr Whittall, Dianne Dorrell (SALC), Cllr Howells joined the meeting at 7.00pm

A G E N D A

- S9.19/20 **TO ELECT A CHAIR TO SERVE UNTIL THE NEXT ANNUAL COUNCIL MEETING** – Councillor Ryan as Chair of the Parish Council took up the position of Chair for the Staffing Committee.
- S10.19/20 **TO APPOINT A NOTE TAKER** – Councillor Underwood was appointed as the Note Taker for this meeting.
- S11.19/20 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None received.
- S12.19/20 **DECLARATIONS OF INTEREST** – None declared.
- S13.19/20 **ELECTION OF VICE CHAIRMAN (IF REQUIRED)** – Councillor Underwood was elected as the Vice Chairman.
- S14.19/20 **EXCLUSION OF THE PRESS AND PUBLIC** – A resolution was passed to exclude the press & public.
- S15.19/20 **MINUTES** – The confidential minutes of the meeting held on 17 June 2019 were approved for accuracy.
- S16.19/20 **TO REVIEW THE ROLE OF THE PARISH CLERK** – The review was completed and specific actions agreed.

The meeting closed at 8.20pm

Signed Chairman..... Date.....