

**ST CUTHBERT (OUT) PARISH COUNCIL  
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE  
HELD IN COXLEY MEMORIAL HALL ON WEDNESDAY  
26<sup>th</sup> JULY 2017**

**PRESENT:** Cllrs D Ball; E Danson; M Gaunt; M Hayden; J Henderson; M Mitchell.

**IN ATTENDANCE:** Ms Michele Exton (Parish Clerk).

**01. ELECTION OF CHAIRMAN FOR THE COMMITTEE**

**RESOLVED:** Cllr Hayden to be ELECTED Chairman.

**02. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Mr Simon Davies (RFO).

**03. DECLARATIONS OF INTEREST**

All Cllrs declared a PROFESSIONAL interest in item 07.

**04. EXCLUSION OF THE PRESS AND PUBLIC**

**Item 07**

**05. PUBLIC QUESTION TIME**

No items raised.

**06. MINUTES OF ST CUTHBERT OUT PARISH COUNCIL STAFFING  
COMMITTEE HELD ON WEDNESDAY 31<sup>ST</sup> AUGUST 2016**

**RESOLVED:** To approve the minutes of the Staffing Committee held on Wednesday 31<sup>st</sup> August 2016.

**07. ANNUAL APPRAISAL OF THE PARISH CLERK**

The Clerk's communications package, workload/content, training and achievements were reviewed. The Clerk is to consider taking on the role of the Responsible Financial Officer and staffing implications. The Clerk is to request the National Association of Local Councils/Society of Local Council Clerks carry out a re-evaluation of the position of Parish Clerk/RFO for St Cuthbert (Out) Parish Council.

**RESOLVED:** To recommend to Full Council that the Clerk should be allocated an office allowance of £19.50 per month.

**08. DATE AND VENUE OF NEXT MEETING**

Wednesday 23<sup>rd</sup> August 2017.