

# Hartpur Parish Council

## Minutes of the Staffing and Safety Committee meeting held on Monday 3<sup>rd</sup> March 2025 at Hartpur Village Hall at 6.30pm.

Present: Cllr R Gregory (Chair), Cllr Rachael Watson and Cllr K Freeman

The meeting was chaired by Cllr R Gregory and the minutes were taken by the Clerk.

### 1. Apologies for absence

No Apologies for absence were received.

### 2. Declarations of Interest

There were no declarations of interest declared on any matter to be discussed at the meeting.

### 3. Public consultation

There were no members of the public present.

### 4. Contract of Employment

The transfer of the employment contract for the Clerk, the annual appraisal sheet and the job description were discussed and it was agreed by all present that the recommendation to full council would be to:

- Undertake the transfer to the new format contract and to include a statement of indemnity through the Parish Council Insurance as was stated in the previous contract.
- Accept and agree the documents provided for the annual appraisal and job description.
- To have a policy regarding reviews put in place alongside the employment contract for clarity.
- For the Chairman of the Parish Council to undertake a review with the Clerk annually in May.
- That the Clerk is to now be paid monthly as stated in the new contract.

### 5. Date of next Meeting

To be agreed at the full council meeting on 3<sup>rd</sup> March 2025 at 7.00pm

The meeting closed at 6.55pm