

Hartpury Parish Council

Minutes of the Staffing and Safety Committee meeting held Tuesday 4th February 2025 at Hartpury Village Hall at 7.00pm.

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 onto the updated contract from GAPTC/SLCC as recommended by the Internal Auditor was discussed.

After discussion on the contract contents it was agreed that an annual appraisal sheet (to be circulated), a copy of the job description and the transferred contract should undergo a final review, the committee agreed to recommend that a further staffing and safety committee meeting be held for the review, this will then allow for a recommendation to be made to full Council at the March meeting.

5. Date of next Meeting

To be agreed at the extra ordinary meeting on 4th February at 7.30pm

The meeting closed at 7.25pm