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OVERSTRAND PARISH COUNCIL

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING
HELD ON MONDAY 22 SEPTEMBER 2025 IN THE PARISH HALL**

Present: Cllrs E Newcombe, R Smith and B Stratton

Members of Public: - 0 **Minutes taken by:** Kelly Batterham

1. Election of Chairman

Cllr Newcombe proposed Cllr Smith to be appointed as Employment Committee Chairman, seconded by Cllr Stratton. It was agreed. Cllr Smith accepted the appointment.

2. To receive Apologies for absence

All Committee members were present.

3. Declarations of Interest and Requests for Dispensations

None on this occasion.

4. Minutes of Previous Meetings

4.1 Members approved and signed the Minutes of the Employment Committee meeting held on 12 July 2024 as agreed at Full Council on 7 August 2024.

5. Public Participation

Nobody wished to speak on this occasion.

6. Job Description – The Clerk

Following discussion, it was agreed to recommend the revised Clerk's job description to Full Council for approval.

7. Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL employment matters.

7.1 The Staff Appraisal report was agreed and shall be reported to Full Council at the next meeting.

7.2 The members of the Employment Committee considered the annual increment to the Clerk's salary. With due regard to both the Clerk's contract and the recent appraisal of the Clerk's work over the past year, it was agreed that the Committee would propose to Full Council that the Clerk should receive an increment to her salary moving her to SCP28 with effect from 1st August 2025.

There being no further business the Chairman closed the meeting at 3.05pm.

Chairman..... Date.....