



Hinton Parish Council **Staffing committee** meeting held on
Tuesday 4th June 2024 in the Parish Office St Andrews Church Sharpness.

8.00pm

MINUTES

In Attendance - Lesley Yeomans Jenkins (Clerk)
A Mills
D Beard
M Fryer

1. **To elect a chair of the Staffing Meeting-** Cllr Beard proposed Cllr Mills, Cllr Fryer 2nd this. Cllr Mills was duly elected Chair.
2. **To accept apologies and note absence** -None
3. **To receive declarations of interest and request for dispensations**-None Received.
4. **Minutes of the meeting held on March 12th 2024** were taken as read, they were **agreed** by all to be a true account.
5. **To resolve that public and press are excluded from this item to progress confidential staffing matters.** All agreed.
6. **To receive & resolve a report on previous matters relating to Staff.** All staffing matters were resolved and letters sent to relevant parties.
7. **To approve and sign the Clerks updated contract-** The Clerks updated contract was signed.
8. **Internal Audit-** After the recent Audit, the Clerks letter of offer for the pension in 2018 could not be found. It was resolved to sign the replacement letter, during discussions it was mentioned that a member thought they has saw a pension letter a while ago. It was agreed for the Clerk to look again, and if found to destroy the replacement one.
9. **Date of next meeting** TBC

Meeting closed at 9.00.pm