



Hinton Parish Council **Staffing committee** meeting held on  
**Tuesday 12<sup>th</sup> March 2024** in the Parish Office St Andrews Church Sharpness.

7.00pm

### **MINUTES**

In Attendance - Lesley Yeomans Jenkins (Clerk) Arrived 7.30pm  
A Mills  
D Beard  
M Fryer

1. **To accept apologies and note absence** -None
2. **To receive declarations of interest and request for dispensations**-None Received.
3. **Minutes of the meeting held on July 26<sup>th</sup> 2023** were taken as read, they were agreed to be a true account.
4. **It was noted by all** that the National Joint Council for Local Government services had agreed the new pay scales for 2023-24 and it was backdated to April, and implemented in the staffs November 2023 wages.
5. **It was noted that** the extensive Job evaluation was carried out in 2023, and the new banding for the role of the Clerk **was agreed at Full Council** January 23<sup>rd</sup> 2024. Banding was agreed to be in the higher substantive range. This will be implemented in staff salaries from April 2024.
6. **To resolve that public and press are excluded from this item to progress confidential staffing matters.** All agreed.
7. **To carry out the Staff annual appraisal**- The annual appraisal of the Staff was carried out.
8. **To approve and sign the Clerks updated contract**- The committee went through the updated contract, there are a couple of minor amendments to be changed in the job description and then it will be signed by the Chair of Staffing & The Clerk.

**Date of next meeting** TBC

Meeting closed at 9.30.pm