

THESE MINUTES ARE IN DRAFT FORM AND HAVE NOT YET BEEN

APPROVED BY THE STAFFING COMMITTEE

The Minutes of Ravenfield Parish Council

Staffing Committee Meeting

Minutes of the Ravenfield Parish Council Staffing Committee meeting held on Thursday 5 December 2024 at 9:10pm in Ravenfield Parish Hall, chaired by the Chairman, Councillor Jones.

Present: Councillors B Callear, K Jay, M Jones, R Jupp, and G O'Carroll (Clerk).

In attendance: no members of the public were present.

01/24 NON-ATTENDANCE OF COUNCILLORS

- (a) No apologies received from members of the Staffing Committee. All members were present.
- (b) No reasons for absence to consider.

02/24 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS.

03/24 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS.

04/24 PUBLIC PARTICIPATION – no members of the public present.

05/24 SALARY REVIEW

- (a) The 2024-2025 NJC Pay Agreement reached on 22 October 2024 was noted. This is relevant to the Clerks salary, and was applied in Novembers pay, backed dated from April 2024.
- (b) The Staffing Committee meeting **RESOLVED** that the Caretaker's hourly rate of pay should rise in accordance with the national minimum wage increase, commencing 1 April 2025.

06/24 STAFF APPRISAL

- (a) Copies of staff appraisals were shared with all Parish Councillors prior to the meeting. Councillor Jay offered to assist in securing relevant training requested by the Clerk, specifically related to grant application writing. The Council's annual budget will continue to include provisions for staff and Councillor training.

07/24 EXCLUSION OF THE PRESS AND PUBLIC

08/24 CLOSURE OF THE MEETING

The meeting was closed at 9:28pm.

Chairman Signed: _____ **Date:** 9 January 2025

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