



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
STAFFING COMMITTEE  
HELD ONLINE VIA ZOOM ON 28<sup>th</sup> JULY 2021 COMMENCING AT 10am**

Present: Cllr A McFarlane (Chair), J Raw and P Verdon.

In attendance: Andrea Mann, Parish Clerk.

**SC01/21 Apologies for absence**

None.

**SC02/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**

None.

**SC03/21 Chairs Announcements**

None.

**SC04/21 Approval of minutes**

The minutes of the Staffing Committee held on 8<sup>th</sup> April 2021 were revised to confirm this meeting was an additional meeting, then agreed as a true record of the meeting. The minutes would be signed by the Chair at a later date. (Proposed by Cllr Verdon, seconded by Cllr Raw, all in favour).

**SC05/21 Staffing Committee Annual Schedule**

Members reviewed, recorded progress and made revisions to the Staffing Committee annual work schedule as presented with the agenda. An action was agreed to book a support meeting with the Clerk in September.

**SC06/21 Date of next meeting**

6<sup>th</sup> October 2021, 10am.

**SC07/21 To exclude the press and public to consider confidential matters**

ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential staffing matters. (Public Bodies (Admission to Meetings) Act 1960). (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

**SC08/21 Staff Structure**

Changes were agreed to the Staff Structure and it was RESOLVED

To strongly support the Clerk's recommended changes and refer them to full Council on 3<sup>rd</sup> August for approval.

There being no further business the meeting closed at 10.23am.

Signed.....

Date.....