



**MINUTES OF THE EXTRAORDINARY MEETING OF ODIHAM PARISH COUNCIL'S  
STAFFING COMMITTEE HELD IN THE BRIDEWELL ON 2<sup>nd</sup> NOVEMBER 2023  
COMMENCING AT 11am**

Present: Cllrs A McFarlane (Chair), C Seabrook and P Verdon.  
In attendance: Andrea Mann, Parish Clerk.

**SC13/23 Apologies for absence**

Received and accepted from Cllr Tyler.

**SC14/23 Declarations of interests and requests for dispensation**

None.

**SC15/23 Chairs Announcements**

None.

**SC16/23 Approval of minutes**

RESOLVED

The minutes of the Staffing Committee held on 3<sup>rd</sup> October 2023 were agreed as a true record of the meeting and signed by the Chair.

**SC17/23 Staff Handbook**

RESOLVED

Members agreed to refer the staff handbook to the next full Council meeting, as presented with the agenda before publishing online.

The Clerk was asked to cross reference Council's policies with those included in the handbook and check references in employees' contracts.

**SC18/23 Date of next meeting**

Scheduled 22<sup>nd</sup> May 2024.

**SC19/23 To exclude the press and public to consider confidential matters**

RESOLVED

IT was AGREED to pass a resolution to exclude the public and press to consider confidential staffing matters (Public Bodies (Admission to Meetings) Act 1960).

REFER TO EXEMPT FILE NOTE

There being no further business the meeting closed at 12.20pm.

**Signed**..... **Date**.....