



LILBOURNE PARISH COUNCIL

Parish Council Staffing Committee Minutes

Held on Wednesday 25th January, 2023 At 18.30 pm at Lilbourne Village Hall.

Attendees: Councillors Robertson, Newhouse, Alexander, King and Tetley

Minibus Administrator Mrs F Howells-Palin.

Clerk: Mrs C E Valentine

Meeting chaired by Vice-Chairman Councillor Robertson.

Item no.	Opening Procedures
22/014	APOLOGIES Apologies of absence were received and accepted from Councillors Tarplee and Hoare. (Personal) Councillor Egdeall did not attend the meeting, Declarations received from Cllr Robertson – minibus.
22/015	The minutes of the previous staffing meeting June 2022 were approved as a correct record.
22/016	It was resolve the public and press to be excluded from the meeting in accordance with the Public Bodies. (Admission to meetings Act 1960) in view of the nature of business to be transacted. To consider HR and staffing matters – staffing matter were discussed and RESOLVED . Correspondence to be circulate; training arranged ; appraisals underway. Holiday forms to be completed by all staff.
22/017	Payroll quotations were reviewed. It was RESOLVED to change payroll provider as soon as it is possible to DCK Payroll Solutions, more options to help with payroll and planning. Meeting closed at 18:59hrs