

ALFRISTON PARISH COUNCIL

Draft Minutes of a confidential personnel meeting of Alfriston Parish Council (APC), held in the Alfriston War Memorial Hall on Monday 25th March 2024 at 19.00hrs

Present:

Cllr D Monteath-Wilson (Chair)
Cllr J Watkins (Vice-Chair)
Cllr J Spring

Cllr S Rabagliati
Cllr S Daw

In attendance:

Mrs Suzanna Dry – Parish Clerk

As this was a confidential meeting there were no members of the public present.

1.. Chairman's Welcome

Cllr Monteath-Wilson thanked everyone for attending the meeting.

2. Apologies for absence

Cllr Parkinson had sent his apologies, as he was away.

3. To confirm that the matters on this agenda are to be discussed in confidence and the press and public to be excluded.

The Chair confirmed that the meeting is a confidential meeting and as per the Meeting Act of 1960 the public cannot attend. The Agenda had been published in the normal way and the minutes of the meeting will also be published for the public to see.

4. To discuss and confirm successful completion of the Clerk's probationary period.

The Chair proposed that the Clerk be confirmed in post, this was seconded by Cllr Watkins and unanimously agreed. It was **RESOLVED** that the Clerk now be confirmed in post.

5. To discuss and review Clerk's contractual hours.

The Chair reminded the meeting that APC took advice from ESALC (East Sussex Association of Local Councils) when fixing the hours and rate of pay for the Clerk's appointment. At the Clerk's interview the panel did state the hours would be reviewed as APC had gone for the lowest amount advised by ESALC. It has now become apparent that 20 hours is not sufficient. Cllr Spring stated his concern at how any extra hours would be financed, as this was not covered in ESALC's advice. Cllr Rabagliati noted that the budget line for staff costs and forecasts for an increase in hours to 22.5hrs per week at the current hourly rate, would remain within budget.

Cllr Daw proposed and Cllr Watkins seconded a motion to increase the Clerk's hours from 20 to 22.5 hrs per week and that this be reviewed at the next Finance Meeting to see how APC could fund increasing the hours to 25 per week. This was unanimously agreed. It was **RESOLVED** that the Clerk's hours be increased to 22.5 hrs per week as from 1st April 2024, with a review of hours at the next Finance meeting.

The meeting was closed by the Chair at 19.35hrs