TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer Clerk Clare Smith

Minutes of the Staffing Committee Meeting

Wednesday 13 May 2026 at 6:15pm at Toller Porcorum Village Hall

Present:
Councillor Neil Farmer (NF) Councillor Peter Crabbe (PC) Councillor Jane Curry (JC)

In attendance:
Clare Smith (Clerk)

SC26/05-1. Elect chair of Staffing Committee
NF was nominated and elected Chair. NF accepted the position.
Resolved.

SC26/05-2. To receive and accept apologies for absence
None.

SC26/05-3. To receive declarations of interest or any grants of dispensation
None.

SC26/05-4. To accept the minutes of the Staffing Committee Meeting held 27 October 2025
Accepted.

SC26/05-5. Motion to exclude members of the press and public from the meeting as all further items are confidential, relating to individual members of staff, and are subject to the Public Bodies (Admission to Meetings) Act 1960
Motion passed. **Resolved.**

SC26/05-6. Annual appraisal of the clerk

i. Review and approve appraisal
Clerk has performed their duties to a satisfactory level from May 2025 – April 2026. Appraisal completed and all parties in agreement.
Approved.

ii. Agree priorities for the clerk for 2026/27
Priorities discussed and priorities agreed with the clerk.
Agreed.

Signed by Chair: …… Date: ……

Clerk to the Council: Clare Smith | Email: clerk@tollerporcorumparish.org
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SC26/05-7. Agree to recommend an increase in pay by one scale point to council

Due to a successful appraisal the clerk's pay should be increased by one scale point as per contract.

Agreed.

SC26/05-8. Review Homeworking Risk Assessment and decide any actions

No action required. **Resolved.**

Meeting closed: 6:45pm

Signed by Chair: …… Date: ……

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