TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer Clerk Clare Smith

Minutes of the Staffing Committee Meeting

Wednesday 11 November 2026 at 6:30pm at Toller Porcorum Village Hall

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

In attendance:
Clare Smith (Clerk)

SC26/11-1. To receive and accept apologies for absence
None received.

SC26/11-2. To receive declarations of interest or any grants of dispensation
None received.

SC26/11-3. Approve and sign, as a true and accurate record, the minutes of the Staffing Committee Meeting held 13 May 2026 (Appendix A)
Approved.

SC26/11-4. 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.**

SC26/11-5. Conduct 6-month appraisal of the clerk

i. **Review performance**
Performance rated as excellent.

ii. **Review progress with agreed priorities (Appendix B CONFIDENTIAL)**
Good progress made on priorities during challenging situations for the clerk.

SC26/11-6. Approve 6-month appraisal of the clerk
Approved

SC26/11-7. Consider a report to full council
NF to provide verbal update at next meeting.
Resolved

Meeting closed: 6:53pm

Signed by Chair: …… Date: ……

Clerk to the Council: Clare Smith | Email: clerk@tollerporcorumparish.org
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