

OXTED PARISH COUNCIL STAFFING COMMITTEE

Minutes of the meeting of Oxted Parish Council Staffing Committee, held in
Tandridge District Council Offices, Station Road East, Oxted
on Monday 4th March 2013 at 8.45am

Mrs M Gibbins
Clerk to Oxted Parish Council

Welcome to meeting

1. **Apologies for absence:** to receive and accept apologies for absence.
There were none
2. **Declarations of Disclosable Pecuniary Interest:** *To receive any disclosure by members of personal interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question. Anyone with a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.*
There were none
3. **Minutes of the last meeting held on 18th July 2012**
The minutes from the previous meeting, on 18 July 2012, were approved by the Staffing Committee members present at the full Council on 11 September 2012
The Clerk to re-circulate the minutes to all members of the Staffing Committee. **Clerk**
4. **Clerk Probationary Period**
The Chairman invited comments from the Clerk. The Clerk confirmed she considers she has adapted to the role and responsibilities of the position and, apart from a couple of initial issues, is coping with the vagaries and variety of the role.
The Chairman confirmed that she is happy with the way the Clerk has performed as the changeover was not an easy one although the handover from the locum clerk was very professionally undertaken. Barbara Harling, Denize Wallace and Robert Wingate all reiterated the comments made by the Chairman and confirmed the Clerk had adapted to the right balance of involvement.
The Clerk thanked the Councillors for their comments.
The Chairman summed up by confirming that the probationary period is over and the Clerk is now the permanent part-time clerk for Oxted Parish Council.

There followed a short discussion about the 2013/14 schedule of meetings the Clerk had recently issued to all councillors. The Clerk felt that five F&GP Committee meetings would not be required and will query this with the committee's chairman.

The Meeting closed at 0910

Date of next meeting is Monday 16th September 2013 at 0845 at Tandridge District Council

Copies of Parish Council minutes are held by the Clerk and are available on the Parish Council web-site: www.oxted-pc.org.uk

Mrs M Gibbins, Parish Clerk, Salmons, Salmons Lane, Whyteleafe, Surrey CR3 0HB

Tel: 07510 226989