**Brundall Parish Council**

**Brundall Memorial Hall**

**Links Avenue**

**Brundall**

**NR13 5LL**

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**Meeting of the Staffing Committee**

**Monday 7th November 2022 3.30pm**

**Venue: Brundall Memorial Hall**

Members of the Press and Public permitted – prior notice requested.

**Agenda**

1. **Housekeeping**
2. **To consider apologies for absence**
3. **Declarations of interest**
4. **Approval of Minutes of Staffing Meeting 5 September 2022**
5. **National Joint Council pay award 1st April 2022**

* To note the agreed pay award / new scales
* To note the NJC recommendation to increase annual leave by one day from April 23

1. **To consider a resolution to close the Meeting under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following:**

* Update on review of Job Descriptions for Clerk and Deputy Clerk
* Report by Cllr Buckley on a meeting with the Clerks on 7th October
* Review of expenses claims for Clerk and Deputy Clerk

1. **Items for next Agenda**
2. **Date of next Meeting:** 3 February 2023

**Sharon Smyth, Parish Clerk**

**Claudia Dickson, Deputy Parish Clerk**

**01 November 2022**