



**WOMBOURNE PARISH COUNCIL**

**Minutes of the STAFFING COMMITTEE MEETING**

held on **Monday 13<sup>th</sup> November 2023** at 6.15pm

This meeting was held in the Brook Room, Civic Centre, Gravel Hill, Wombourne, WV5 9HA

**Present – Committee Members-**

Councillors: Mike Davies, Jan Evans (Vice-Chairman), Ian Sadler, Mary Roberts (Chairman)

**Clerk –** Rachael Wright

**Having regard to the confidential nature of the business to be transacted, this meeting was not open to the Press and Public, pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.**

Councillor Mary Roberts welcomed Members to the Staffing Committee meeting.

**06/23 – Apologies**

None.

**07/23 – Declarations of Interest**

None.

**08/23 – Staffing capacity**

Members noted the report and approved the vacancy packs, suggesting adjustments which the Clerk amended at the meeting, should the roles be approved by Full Council in the future.

Members approved the change of hours request from the Clerk with effect from 1<sup>st</sup> October 2024, agreeing for her to work 30 hours per week across 4 days (Monday to Thursday).

**09/23 – Next meeting**

Members agreed to meet at 6.15pm on Tuesday 5<sup>th</sup> December 2023 in the Brook Room.

**The meeting closed at 6.45pm.**

**Signed:** .....

**Dated:** .....