

**Minutes of the Meeting of Chidham & Hambrook Parish Council
In the Chidham Village HALL ON 7th September 2017 at 7.00pm**

PART II

AGENDA ITEM 16 Overview of Working Hours

A report was received from the Parish Clerk in respect of completed and current projects that had been undertaken over and above core duties during the past six-month period, and other relevant information.

AGENDA ITEM 17 Employment of the Parish Clerk

A report was received from the Chairman in respect of the employment of the Parish Clerk. The Council considered an appropriate review process and other aspects of the Clerk's employment.

The Council had recognised its powers and duties, as an employer, and had duly appointed in Part I of the Parish Council Meeting a Staffing Committee, consisting of four councillors with a quorum for decisions of three members.

The Council recognised the time, dedication and high workload of the Clerk and resolved the following actions:

1. The Council will review the prospective workload of the Clerk through the remainder of 2017 and through 2018.
2. The Council will develop a mechanism for better understanding how the Clerk's time is being used.
3. The Council will review and prioritise projects to be undertaken by the Clerk at each monthly Parish Council meeting.
4. The Council will appoint a Chairman of the newly-formed Staffing Committee at the 5 October 2017 Parish Council Meeting.
5. A Meeting of the Staffing Committee will take place prior to the 5 October 2017 Parish Council Meeting.
6. The Chairman and Cllr Sheppard were asked to convey the sense of the Meeting to the Parish Clerk.

Cliff Archer, Chairman

22 September 2017