**MINUTES OF THE GREAT BUDWORTH PARISH COUNCIL STAFFING COMMITTEE MEETING**

**HELD AT THE PARISH HALL AT 7.00PM ON 4 JULY 2016**

**Welcome and record attendance**

**Present**

Chairman, H Brudenell

Council members, H. Fulwood, M. Kershaw, M. Torrance, A. Lee

**Apologies**, P. McAndrew, L. Hopkinson

**Declarations of Interest**

None

**Terms of Reference**

The Committee Terms of Reference were reviewed. It was agreed that these should stay as stated

**Employee salary, Pension arrangements and Staffing allowances**

The Committee considered the recommendations and resolved that:

* That a process of annual appraisal of the Parish Clerk be established by the Chairman
* That no expenses could be paid without the completion of a claim form
* That the level of allowances be continued at their existing level
* That the recommended pay rise be awarded, including the increase in the pension contribution

**Date and time of next meeting**

As required