

# WELLESBOURNE & WALTON PARISH COUNCIL

## **Minutes for a meeting of the Office & Staffing Committee of the Council on Tuesday 11<sup>th</sup> October 2022 at 7.15 pm at the Methodist Hall, Bridge Street, Wellesbourne**

Present: Chairman: Cllr Mrs Prior Councillors: Barton, Mrs Bolton, Shepherd Clerk: Mrs Scriven Members of public: 0

1. **Welcome and Announcements**
2. **Apologies received** – Cllr Blake
3. **Declarations of Interest**  
Cllr Mrs Prior declared a disclosable pecuniary interest in matters pertaining to the budget item Chairman’s Allowance as the recipient
4. **Confirmation of the order of the Agenda** - agreed
5. **Identification of any items that might be resolved for confidential session** - none
6. **Confirmation of Minutes of 16<sup>th</sup> August 2022** – Cllr Mrs Bolton returned to the meeting after item 12 - agreed
7. **Open Session for members of the public to raise any matters of relevance to the Parish** - none
8. **Budget 2023/24**
  - 8.1 Consideration of budget for 2023/24  
**Cllr Mrs Prior left the meeting**  
Cllrs agreed the Chairman’s allowance  
**Cllr Mrs Prior returned to the meeting**  
Cllrs considered the budgets and agreed an initial budget for 2023/24 - to be reviewed
9. **Future site of Parish Council offices**
  - 9.1 Update on possible relocation of the PC offices – nothing to report
  - 9.2 Survey of Village Hall – building survey had been carried out and the report was awaited. Cllrs agreed that once the architectural report had been received the PC would consult with Walton Estate and the Village Hall Management Committee.
10. **Staffing matters**
  - 10.1 Annual leave report - noted
  - 10.2 Appraisal schedule – Clerk 19<sup>th</sup> Oct, RFO 11<sup>th</sup> Nov
  - 10.3 Probation review schedule – Assistant Clerk – provisionally 26<sup>th</sup> Oct (to be confirmed)
11. **Cllr and Clerk exchange of information** - none
12. **Date of next meeting** – 29<sup>th</sup> November 2022

There being no further business to discuss, the meeting closed at 8.20pm

Chairman: Cllr.....

Signed.....

Date.....

(Completed 13/10/22)