



## BOUGHTON-UNDER-BLEAN PARISH COUNCIL

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**Minutes of the Personnel Committee meeting of the Parish Council held in the Library, Boughton under Blean Village Hall on Wednesday 1<sup>st</sup> November 2023 from 7:36pm to 8:34pm**

**Present:**

Cllr C. Goatham, Cllr C. Clayson, Cllr E. Green

**Also present:**

Mrs S. Muteham (Clerk)

**109. Apologies**

None

**110. Declaration of Interests**

None

**111. Appraisal**

Prior to the meeting a confidential report on the Clerk's appraisal was circulated. **Resolved:** to accept details from a confidential report.

**112. Job Description**

Those present reviewed the Clerk's job description. After discussion where the Clerk advised members of the requirement to comply with basic employment law, it was agreed to amend the job description. **Resolved:** to adopt the amended job description as detailed in a confidential report.

**113. Budget**

Those present discussed budget items to be proposed to the Finance Committee. **Resolved:** to request budget items as detailed in [\*Appendix A.\*](#)

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Signed by the CHAIRMAN of the meeting

**APPENDIX A**

To request the following for the budget; training £1,000, salaries £19,864, pensions £1,089, office expenses £300, payroll £600, mileage £50

*Chairman's Initial*.....