



## Earnley Parish Council Employment Committee

Minutes of the meeting of Earnley Parish Council Employment Committee meeting held on 27<sup>th</sup> April 2026, which commenced at **7.25pm** at Bracklesham Barn, Beech Avenue, Bracklesham.

**PRESENT:** Cllrs Robert Carey (Chairman), John Williams (Vice Chairman), Keith Martin, John Stant and Frank Doel

**In attendance:** Vicky Middleton-Head (Clerk) and 2 members of the public

**EC01.26 PUBLIC QUESTION TIME** - None

**EC02.26 APOLOGIES AND REASONS FOR ABSENCE** – None

### EC03.26 CODE OF CONDUCT

1. Declarations of Interest on items included on the agenda - None
2. Dispensation requests - None

From this point forward the on a proposal by the Chairman, it was **RESOLVED** to close the meeting to the public due to the confidential nature of the business to be conducted.

### EC04.26 ANNUAL APPRAISAL OF CLERK

Cllr. Carey confirmed that the annual Clerk’s review for the year ending 31<sup>st</sup> March 2026 had been completed. The Clerk felt that she had settled into the role, had a good internal audit and had started her CILCA training. Cllr. Carey had also approached all Councillors for their feedback which had been good.

#### AGREED OBJECTIVES FOR NEXT YEAR 2026/27

Objective	Measure	Timescale
Litter Pick	Resident involvement	Early Summer
Welcome new residents from new developments	Devise flyer + meetings	March 27
Complete first Year End Work	Good feedback from Louise & “clean” audit	June 26
Complete first VAT return	Good feedback from Louise + all vat monies recovered	June 26
Residents’ Newsletters + email updates to residents	Newsletter twice a year but at least once. Raise profile of PC	First by Sept 26
Achieve CiLCA qualification	Parish has General Power of Competence	June 2027

### EC05.26 RECOMMENDATION TO PAY 9 HOURS OVERTIME TO CLERK

On a proposal by the Chairman, it was **RESOLVED** that Council would pay the Clerk an addition 9 hours overtime at a rate of £18.85 (Pay Scale 25, £36,363)

There being no further business the meeting closed at **7.37pm**

**Signed:** \_\_\_\_\_ **Chairman, Earnley Parish Council Employment Committee**

**Dated:**

By resolution the Parish Council may decide to exclude the Press and Public from any part of the meeting <sup>1</sup>

<sup>1</sup>Public bodies (Admission to meetings) Act 1960