Earnley Parish Council Employment Committee

Minutes of the meeting of Earnley Parish Council Employment Committee meeting held on 26th October 2026, which commenced at **7.24pm** at Bracklesham Barn, Beech Avenue, Bracklesham.

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

EC06.26 PUBLIC QUESTION TIME - None

EC07.26 APOLOGIES AND REASONS FOR ABSENCE – Apologies received and accepted from Cllr. Doel

EC08.26 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.

EC09.26 APPRAISAL OF CLERK

1. Report received from Cllr. Robert Carey following half year appraisal with the Clerk for year ended 31st March 2027

2. The Committee reviewed the objectives set for the Clerk for year ended 31st March 2027

Objective (what is to be achieved)	Measure (How will it be achieved?)	Time Scale (by when)	Review	End of Year Review
Village Litterpicking	Clerk to recruit Volunteers	Early Summer	Postponed to early 2027 due to road closures	
Welcome Pack for new residents	Clerk to create information leaflet	March 2027	First draft complete awaiting Council approval of changes	
Complete first Year End	Clerk to complete Year End Accounts and AGAR	April 2026	COMPLETED	
Complete first VAT return	Clerk to complete first VAT return	March 2026	COMPLETED	
Residents' Newsletters + email updates to residents	Clerk to create residents Newsletter	Autumn 2026	Now in more regular communication with residents	
Achieve CILCA qualification	Enrolment June 2026 with 12 months to complete	31st May 2027	Making excellent progress	

The Committee agreed to the following new objectives identified with the Clerk following the six-month review.

Objective (what is to be achieved)	Measure (How will it be achieved?)	Time Scale (by when)	End of Year Review
Residents Newsletter / Monthly Local updates	Clerk to complete	Ongoing with need for more resident email addresses	
CILCA Qualification	Awaiting final three units to be marked by Assessor	End of year – latest March 2027	
Help Advance CIL projects **1) New footpath to Fossil Bay** **2) Upgrade footpath 52** **3) Noticeboard on Fossil Bay** **4) New seating** **5) Tree planting** **6) Wildflower meadow** **7) Defibrillator**	Positive feedback from councillors who lead on these projects	Ongoing running into 2027-2028	

There being no further business the meeting closed at 7.35pm

Signed: ---------- Chairman, Earnley Parish Council Employment Committee
Dated:

By resolution the Parish Council may decide to exclude the exclude the Press and Public from any part of the meeting [1]

[1] Public bodies (Admission to meetings) Act 1960