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| 28 January 2020 2020 18.30  |

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| **Members of the Council present:**J Baker (Chairman), C Oliver (arrived 18.40) and J Weaver  |

| **ITEM NUMBER** | **ITEM TOPIC** | **DECISION** |
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| **SC01/01/20** | **APOLOGIES FOR ABSENCE** |  |
|  | No apologies were received. Councillor M Roberts was not in attendance. | Noted |
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| **SC02/01/20** | **DECLARATION OF INTEREST** |  |
|  | Councillors did not take part in any discussions involving their declaration of interests below:Cllr A Cecil: Member of Hazlemere Community AssociationCllr J Horton: Member of Hazlemere Football Club, Hazlemere Sports Association and Trustee of Hazlemere Memorial Hall Cllr C Oliver: Member of Hazlemere Sports Association Cllr M Roberts: Member of Hazlemere Bowls Club, Hazlemere Sports Association and Bucks County Council Pension SchemeCllr J Pritchard: Employee and Member of Hazlemere Community CentreCllr A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension SchemeCllr D Thompson: Member of Hazlemere Fete Committee and Wycombe Sound Radio StationCllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust  | NotedNotedNotedNotedNotedNotedNotedNotedNoted |
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| **SC03/01/20** | **PUBLIC SESSION**  |  |
|  | There was no participation. | Noted |
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| **SC04/01/20** | **EXCLUSION OF THE PRESS AND PUBLIC 18.32** |  |
|  | **It was resolved** **in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 2060 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.**  | Approved |
|  | **STAFFING MATTERS** |  |
|  | **It was resolved that:**1. **Sign and agree past Staff Committee Minutes**

**It was resolved that the past minutes be signed and approved.**1. **Feedback from Clerk and Staff Chairman’s meeting with Head Warden**

There was no report as the meeting did not take place. Rescheduled for 30 January 2020.1. **Staff Performance Review Process**
	1. **Proposed Process and associated papers**

**It was resolved that the amendments be made as directed.*** 1. **Performance Review for all staff for 2019/20 including feedback on staff**

**It was resolved that the amendments be made as directed.** * 1. **Consideration of annual pay reviews for all staff**

**It was resolved that the new performance review process be followed.**1. **New Administration Assistant**
	1. **Date of Interview**

**It was resolved that the interview date be agreed by Clerk and Councillor J Baker in the week commencing 16 March 2020. The advert be placed on social media and on the Parish Council noticeboards towards the end February 2020.*** 1. **Interview panel**

**It was resolved that the panel will consist of The Clerk, Cllrs J Baker and J Weaver, if available.** | ApprovedNotedApprovedApprovedApprovedApprovedApproved |
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* The meeting finished at 20.00
* The next Full Council Meeting is 4 February 2020 at 20.00