



## Congresbury Parish Council

Orchard House  
The Old School Rooms  
Station Road  
Congresbury  
BS49 5DX

Tel: 01934 838802

Chairman: Jane Clarke  
Parish Clerk: Nicky Andrews  
RFO: Gemma Palmer  
Administrator: Catrin Lewis

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Minutes of the Staffing and Administration Committee meeting of Congresbury Parish Council which was held in the St Andrews Room, The Old School Rooms, Congresbury on **Monday 25<sup>th</sup> September 2023 at 7:00pm**

Present: Councillors Clarke, Griffiths and Holland.

In attendance: Nicky Andrews (Clerk)

There were no members of the public present.

**23001. Election of Chairman**

**Resolved** – that Councillor Griffiths is elected Chairman of the Staffing and Administration Committee

**23002. Public Participation**

None

**23003. Apologies for absence**

None

**23004. Declarations of Interest and to consider any written applications for dispensations**

None

**23005. Minutes of the previous meeting**

The minutes of the Staffing and Administration Committee held on 6<sup>th</sup> February 2023 were agreed and signed.

**23006. Exclusion of Press and Public**

**Recommended** – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider commercial matters.

**23007. To review RFO contracted hours of work**

**Resolved** - It was agreed that the RFO could change her contracted days from Monday, Tuesday Wednesday to Wednesday, Thursday, Friday. Cllr Holland proposed, Cllr Griffiths seconded, all Cllrs agreed.

**23008 To discuss Parish Office opening hours over festive period**

**Resolved** - It was agreed that the Parish Office could close over the Christmas period from Friday 22<sup>nd</sup> December 2023, reopening on Tuesday 2<sup>nd</sup> January 2024  
- Cllr Clarke proposed, Cllr Holland seconded, all Cllrs agreed.

Meeting ended 7.20pm

Signed ..... Date .....