Congresbury Parish Council

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Chairman: Jane Clarke
Parish Clerk: Nicky Andrews
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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 26th October 2026 at 7:00pm**

Present: Councillors Clarke, Harris and Barbour.

In attendance: Nicky Andrews (Clerk)

There were no members of the public present.

26001. Election of Chairman

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

26002. Public Participation

None

26003. Apologies for absence

Cllr T Griffiths

26004. Declarations of Interest and to consider any written applications for dispensations

None

26005. Minutes of the previous meeting

The minutes of the Staffing and Administration Committee held on 6th September 2023 were agreed and signed.

26006. 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.

26007 To discuss office bereavement leave

Clerk to research bereavement/compassionate leave policies.

26008. To discuss aligning the contracts of the three staff members.

Clerk to contact ALCA/NALC on advice how to align the three staff members contracts.

Meeting ended 19.29pm

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