

# Pannal and Burn Bridge Parish Council

## Minutes of the Staff Committee Meeting

held in the Function Room, Pannal Village Hall  
6.00pm on Thursday, 9<sup>th</sup> January 2025

**Present: Cllr El Sharkey (committee Chairman) with Cllrs Cathy Burrell and Andrew Farrar**

- 1 Apologies for absence – all present
- 2 Declarations of interest – there were none
- 3 Minutes of meeting dated 12<sup>th</sup> December 2024 – signed as a correct record.
- 4 Review previous actions – these were considered.
- 5 **Sickness Policy** – re-draft would be made for further consideration.
- 6 **Review / agree policy documents created:** Sickness Notification / Sickness Return to Work form / Holiday form / Annual Appraisal form – the four listed pro formas were all adopted for use.
- 7 **Review of staffing policies still required and agree implementation order** – the draft Expenses Policy would be taken forward to 13<sup>th</sup> February 2025 agenda. Additionally, the clerk to draft a Business Continuity Plan which would be considered at the March or April meeting when – in the event of any need – the locum clerk situation would be clarified.
- 8 **Any other matters** – there were none.
- 9 Date of next meeting: 6pm 13<sup>th</sup> February 2026

J Marlow  
Parish Clerk  
14<sup>th</sup> January 2025