

**Minutes of the meeting of the Staffing Committee held on Thursday 14 January 2016
at Council Offices at 6.45pm.**

Present: Cllr S Payne, Cllr C Hipkin & Cllr P Edwards

Also in Attendance: Parish Clerk

70 Apologies for absence
Everyone present

71 Declarations of interest
There were no declarations of interest.

72 Minutes of the Staffing Committee Meeting of 22 October 2015
a) Cllr Payne proposed that the minutes be signed this was seconded by Cllr Hipkin. **It was resolved for the Chair to sign the minutes as a true and accurate record**

73 Appraisal Process
It was resolved to use the form Cllr Payne had produced. These are due to take place in April. Cllr Payne will undertake the Clerk's Appraisal and the Clerk and Cllr Payne to undertake the Assistant Clerk's.

74 Clerks Contract
The Clerk raised several concerns regarding changes to the contract. **It was resolved for Cllr Payne to make agreed changes.** The clerk requested a letter showing how the current salary had been calculated and would provide a draft for consideration by the committee. The Clerk's CiLCA was discussed, the Clerk has until March to complete or she will have to start on the new course.

75 Admin Asst Contract and Extra Hours for Village Voice.
Cllr Payne advised that she has sent a letter through for printing, one to remain on file the other copy given to Mrs Scanlon. **It was resolved for Cllr Payne to work on Mrs Scanlon's contract.**

The Clerk advised that she had asked Cllr Bubb to send through articles for the last Village Voice for the office to practice with. This did not happen, as Cllr Bubb was concerned that the office has not received any training. Cllr Payne advised that Cllr Bubb had said that there was enough money within the Village Voice budget to cover the training at Jarrold's. The Clerk explained that Mr Davis had produced a list of what he felt the office staff needed to learn and was prepared to undertake some training on these items. If staff felt that more training was needed on a certain aspect then they could get training on those items. Cllr Edwards felt that there must be a cut off point for Cllr Bubb and then the office takes it from there.

76 Admin Assistant Pension

The Clerk said she needs to go on the Pension website and pull off the forms but she could not get on when she tried. **It was resolved for the Clerk to obtain the forms and get Mrs Scanlon set up from January 2016 if necessary backdated next month.**

77 Precept

It was resolved for the Wages to be increased to £24,500 and employers NI be increased to £1600.

78 Items for inclusion at the next meeting

Same agenda plus CiLCA, Payroll Admin & Village Voice Training/Extra Hours.

79 Date of next meeting

Thursday 18 February 2016 at 6.00pm at the Parish Office.

With no further business the meeting closed at 8.07pm.