

**Minutes of the meeting of the Staffing Committee held on Tuesday 14 June 2016
at Council Offices at 9.00am.**

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

Also in Attendance: Parish Clerk

- 80 Election of Committee Chair.**
Cllr Hipkin proposed Cllr Payne this was seconded by Cllr Edwards. **It was resolved for Cllr Payne to be Chair of this Committee.**
- 81 Election of Committee Vice Chair.**
Cllr Hipkin proposed Cllr Edwards this was seconded by Cllr Payne. **It was resolved for Cllr Edwards to be Vice Chair of this Committee.**
- 82 Apologies for absence**
Everyone present
- 83 Declarations of interest**
There were no declarations of interest.
- 84 Minutes of the Staffing Committee Meeting of 14 January 2016**
a) Cllr Edwards 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.**
- 85 Matters Arising**
Cllr Payne advised that she had talked with the Clerk and had produced targets for the current year.
- 86 a. Clerks Contract**
Cllr Payne advised that she had made the changes to the contract. **It was resolved for the Clerk to check and advise if there were still concerns.**
- b. CiLCA Qualification.** The Clerk advised that she had just received her certificate. The Committee congratulated the Clerk on gaining this qualification. **It was resolved for Cllr Payne/Clerk to advise Burrell's of the incremental rise awarded on passing as per the Clerks Contract.**
- 87 a. Admin Asst Contract.**
Cllr Payne asked if Mrs Scanlon had said anything about her draft contract. The Clerk advised that she had not raised anything. **It was resolved for the Clerk to ask Mrs Scanlon if she was happy.**
- b. Village Voice.**
The Clerk advised that hours needed to be set to cover so that it does not distract from everyday work, which is not currently being achieved. Cllr Payne advised that she had spoken with Mrs Scanlon and it had been agreed that Mrs Scanlon work longer by two

hours initially on a Wednesday or some other day whilst in the village on her other positions. This to be reviewed at next Communications and Staffing Meetings.

88 Health & Safety

Cllr Payne advised that she had asked for this item to be placed permanently on the agenda from now on. A letter had been received regarding Councillor Conduct, which was discussed as it could affect staff and also fire safety. **It was resolved for Cllr Edwards to attend the office, undertake a fire check, and refresh fire marshalling with the office staff.**

89 Items for inclusion at the next meeting

Same agenda minus CiLCA.

90 Date of next meeting

Thursday 8 September 2016 at 6.00pm at the Parish Office.

With no further business the meeting closed at 9.50am.

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