

**Minutes of the meeting of the Staffing Committee held on Monday 19 September 2016
at Council Offices at 7:00pm.**

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

Also in Attendance: Parish Clerk

91 Apologies for absence
Everyone present

92 Declarations of interest
There were no declarations of interest.

93 Minutes of the Staffing Committee Meeting of 14 June 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.**

94 Matters Arising
Everything on the agenda

95 a. Clerks Contract
The Clerk advised that her address will need changing also salary scale due to increment for CiLCA. Cllr Payne advised that she would make the changes once the Clerk has moved.

96 a. Admin Asst Contract.
Cllr Payne asked if Mrs Scanlon had said anything about her draft contract. The Clerk advised that Mrs Scanlon had not advised that she was not happy with her contract. Cllr Edwards asked if Mrs Scanlon should attend the next staffing meeting, so she had a chance to air any views direct. **It was resolved for Mrs Scanlon to attend the next meeting.**

b. Village Voice.

Cllr Payne advised that not all of the information was received from Mr Bubb to allow Mrs Scanlon to put together the magazine this time. The Clerk advised that the office know had access to the editor@dersingham.org.uk email but this may still leave items that go direct to Mr Bubb's personal email. Cllr Edwards felt that this was obstructive with the Council's intension for the office to take over full production of the magazine for the new financial year when Mr Bubb wanted to give up. The Clerk advised that it was the Editorship that was the issue and Mrs Scanlon did not want to take on the Editorship and production. The Clerk said that making up adverts from scratch was an issue as no training had been received on this process. Cllr Payne advised that training was being looked at. Cllr Edwards asked if Mr Davis could be called upon to assist and/or provide training. **It was resolved to put on the Full Council Agenda at the end of the month for discussion.**

It was noted that there were several listings incorrect in Dersingham Data. **It was resolved to recommend that an apology is put in the next issue of Village Voice.**

97 Health & Safety

Cllr Payne advised that Clerk to get Mr Lee to clear the weeds from down the side of the office.

98 Items for inclusion at the next meeting

Village Voice

Workspace

99 Date of next meeting

Wednesday 16 November 2016 at 6.00pm at the Parish Office.

With no further business the meeting closed at 7.55pm.