

**Minutes of the meeting of the Staffing Committee held on Wednesday 16 November 2016
at Council Offices at 7:00pm.**

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

Also in Attendance: Sarah Bristow, Parish Clerk & Geraldine Scanlon Admin Assistant.

100 Apologies for absence
Everyone present

101 Declarations of interest
There were no declarations of interest.

102 Minutes of the Staffing Committee Meeting of 19 September 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**

103 Matters Arising
Everyone reported under subject.

104 a. Clerks Contract
The Clerk advised that the contract states that the 22 hours will be worked Monday to Friday. The Clerk said that she is flexible but would like rewording as previous contact. **It was resolved for the contact to read that the hours will be 22 hours per week.** The Clerk advised that she had all her times worked written down in her diary but needed to put on the spreadsheet a.s.a.p. **It was resolved that TOIL goes on the next agenda. It was also resolved for the staff to use a new Annual Leave Form from April.**

b. Village Voice
The Clerk did not know when she would fit in the Village Voice putting together but needs to so she can backup Mrs Scanlon. A discussion took place regarding the need for an Editor. **It was resolved to recommend to Full Council that an honorarium amount be put in the precept this year in the hope to entice an Editor.**

105 a. Admin Asst Contract.
Mrs Scanlon advised that her contract read 14 hours between Monday and Friday. **It was resolved for the Admin Asst contact to read 14 hours work per week.**

b. Village Voice.
Mrs Scanlon advised that she did not get everything from Mr Bubb this time so had gaps in the shadow magazine. The Clerk advised that a training session with Mr Davis had taken place this morning.

106 Precept Setting.
Please see attached sheet updated.

107 Health & Safety

The Clerk advised that the Health & Safety Policy needs adopting. The Clerk had produced a new Staff Sickness/Absence Policy. Cllr Payne advised that she had already compiled. **It was resolved for Cllr Payne to check over this new policy.** Cllr Edwards advised that smoke detectors were needed. **It was resolved for the Clerk to purchase.**

108 Workspace.

Cllr Payne advised that better workspace would be available within the new Village Hall.

109 Correspondence

Nothing received.

110 Items for inclusion at the next meeting

Same agenda plus TOIL.

111 Date of next meeting

To be set.

With no further business the meeting closed at 7:40pm.