

**Minutes of the meeting of the Staffing Committee held on Monday 18 September 2017  
at Council Offices at 6.00pm.**

**Present:** Cllr S Payne, Cllr C Hipkin & Cllr B Hopkins

**Also in Attendance:** Sarah Bristow Parish Clerk & Geraldine Scanlon Administrative Assistant

**122 Apologies for absence**  
None received

**123 Declarations of interest**  
There were no declarations of interest.

**124 Minutes of the Staffing Committee Meeting of 11 May 2017**  
a) Cllr Hipkin proposed that the minutes be signed this was seconded by Cllr Payne. **It was resolved for the Chair to sign the minutes as a true and accurate record**

**125 Matters Arising**  
All items on the Agenda.

**126 Clerk**  
**a) Hours & b) Toil**  
The Clerk currently has a significant amount of accrued hours. Suggestions to reduce this and prevent further such accruals were discussed and methods to reduce this and prevent further accruals.  
**It was agreed that the Clerk to work towards reducing the hours over the next 12 months and for efficiencies to be discussed at the next Finance and Administration Committee meeting. Cllr Hopkins offered to prepare a report.**

**c) Leave**  
The Clerk advised what leave she had still to take. Cllr Payne advised that leave should be used before toil and wanted all leave to be completed for the end of the leave year at the end of March.

**d) Job Evaluation**  
The Clerk had previously sent round the draft evaluation achieved by LCPAS. **It was resolved for the Clerk to ask Jayne Cole of the LCPAS to come and talk with the Staffing Committee so they can ask relevant questions etc.**

**127 Admin Assistant**  
**a) Hours.**  
Mrs Scanlon advised that she currently works 14 hours a week the majority of these hours are Village Voice based. Mrs Scanlon is not currently accruing hours.

**b) Toil**  
Mrs Scanlon advised that she currently had some accrued hours from when she first started undertaking Village Voice. Cllr Payne said that the time sheet currently being used does not give you any cumulative figure of hours worked and accrued. **It was resolved for the**

**Clerk to go over the time sheet that she uses with Mrs Scanlon again and to obtain an accurate position with regards to toil.**

**c) Leave.**

Mrs Scanlon advised what leave she had yet to take. Cllr Payne repeated that holiday need booking and she did not want to see any leave being carried forward.

**128. Health & Safety**

The Clerk said that there was nothing to report. Mrs Scanlon asked that a sanitary bin be installed. **It was resolved for the Clerk to get organised.**

**129. Correspondence**

No correspondence had been received.

**130 Items for inclusion at the next agenda.**

Same agenda plus Training.

**131. Date of next meeting**

**To be arranged.**

With no further business, the meeting closed at 6.50pm