PITSTONE PARISH COUNCIL STAFFING COMMITTEE

Minutes of the Parish Council Staffing Committee held on 10 October 2018

At The Laurels, Old Farm starting at 7.30pm and concluding at 8.45pm

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/…) and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from this meeting due to the confidential/sensitive nature of the business.

14SC/18 **ATTENDANCE AND APOLOGIES**

 **In attendance:** Cllr Blunt (Chairman of Staffing Committee), Cllr Nicholls and Cllr Saintey, plus
Mrs Eagling (Clerk).

15SC/18 **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**The clerk has a pecuniary interest in matters relating to her hours/remuneration. No written declarations had been submitted. No other declarations were made.

16SC/18 **MINUTES**It was **RESOLVED** to accept that the draft minutes of the staffing committee meeting held on 19 June 2018 were a true and accurate record of the meeting, and the chair was duly authorised to sign on behalf of the council.

17SC/18 **CLERKS REPORT**It was noted that there were no matters arising from the previous minutes.

18SC/18 **YOUTH CAFÉ STAFFING/VOLUNTEERS**

1. It was **RESOLVED** to continue to budget for an Assistant Youth Worker during 2019/20 in case the position needs to be reinstated. It was **RESOLVED** to make enquiries with the Café Manager as to the value of such a role. It was **RESOLVED**, that should council decide to recruit a replacement Assistant Youth Worker that they would discuss the situation with the previous employee as a courtesy.
2. It was **RESOLVED** that, post the May 2019 election, could would reconsider whether any members were prepared to undergo training to take on the Safeguarding Officer role.
3. It was **RESOLVED** to try and recruit additional volunteers via noticeboards/Facebook etc.
4. It was **RESOLVED** that Cllr Nicholls would initiate a Whistle Blowing/Safeguarding page on the website along with information for residents to explain which body to report which concerns to. Clerk to then share with TVP/schools etc.

19SC/18 **COMMUNITY CAR SCHEME STAFFING/VOLUNTEERS**

1. It was **RESOLVED** that Cllr Nicholls would arrange attendance at a WI meeting, St Mary’s church service and Chapel Fellowship service to appeal for more volunteer drivers.
2. It was **RESOLVED** to consider if any new employee operating the car scheme could also undertake other duties for the council eg administering youth café, prior to defining role, hours and rate of pay.

20SC/18 **QUARTERLY REVIEW OF HOURS**

1. It was **RESOLVED** to approve payment of 46.75 hrs of overtime undertaken by the clerk over the last 3 months with the prior approval of the council/committee to implement GDPR requirements, investigate/apply for grants for the pavilion project and other work. Clerk thanked the council.
2. It was **RESOLVED** to schedule August as a meeting free month ongoing.

21SC/18 **ANNUAL REVIEW OF SALARY BUDGET**

1. It was **RESOLVED** to budget for an inflationary rise in the rate paid to litter pickers etc during 2019-20, to be reviewed/determined once Government announce the National Living Wage rate for 2019.
2. It was **RESOLVED** to budget for a potential increase in salary for the clerk, in line with previous year and acknowledged that any rate of pay would be determined by the National Joint Council.

22SC/18 **VOLUNTEER REWARDS**

1. It was **RESOLVED** to repeat the same format of invitation and event as last year for the volunteer thank you event on 17/1/19. Cllr Saintey to procure the refreshments and deliver the invitations. Clerk to produce invitations and liaise with various bodies re invitee list.
2. Chairman to distribute Christmas gift to 3 x litter pickers.

23SC/18 **MATTERS FOR REFERRAL TO FULL COUNCIL**
It was **RESOLVED** that the Chair of Staffing would provide an overview on the above resolutions and confirm the annual review of salary budgets.

24SC/18 **NEXT MEETING**To be determined – eta January 2019.

25SC/18 **CLOSURE OF MEETING**

 There being no further business to be transacted, the Chair closed the meeting at 8.45pm.

Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair