

# 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

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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: \_\_\_\_\_

Chair

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