

PITSTONE PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on 2 November 2020
via electronic log-in commencing at 19.30

In accordance with 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.

SC35/20 ATTENDANCE AND APOLOGIES

1. Council present via video conferencing:

Cllr Blunt (Chair), Cllr Nicholls & Cllr Saintey plus the Parish Clerk Mrs Eagling.

2. Apologies:

None.

SC36/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No written declarations had been received and no other declarations were made.

SC37/20 MINUTES OF THE MEETING held on 30/6/2020.

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 14 September 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SC38/20 CLERK'S REPORT

The following updates to matters arising were noted and are replicated below to aid members of the public:

1. Cllr Nicholls developing website safeguarding reporting tools.
2. Annual appraisal of the Parish Assistant scheduled.
3. Recruitment of Assistant Youth Worker to be reviewed post Covid-19.
4. Pavilion workplace risk assessment to be undertaken once council has access to the site.
5. Clerk terms and conditions to be reviewed once pavilion office is operational.
6. Pavilion office fit out to include desk with meeting table extension if possible.

SC39/20 STAFFING ISSUES

1. Litter picker and asset checker vacancy

It was **RESOLVED** to advertise for a replacement litter picker and asset checker following the retirement of a long-standing employee. Council would ideally like this to be the same person but may consider splitting the role for the right applicants. The terms described in the draft documents were approved. Hope to interview and submit recommendation for full council approval on 26 November.

2. Cleaning/Caretaking at Pavilion

Application deadline 6 November 2020. Issue reminders via social media. Hope to interview and submit recommendation for full council approval on 26 November, along with any amendments to the draft terms considered appropriate.

3. Annual Review of Staff Budget

It was **RESOLVED** to budget for one additional part time casual person and to carry forward the budget provision for a youth café assistant.

It was further **RESOLVED** to provision for a 2% general increase in salary/wages.

4. Replacement Equipment

It was noted that a replacement litter picker had been required for a member of staff (£25.20 + VAT) whose old equipment had broken.

SC40/20 ANNUAL VOLUNTEER EVENT

It was **RESOLVED** that a physical event in January was unlikely given the ongoing pandemic.

It was **RESOLVED** that council would like to send Christmas Cards to all the volunteers with a note included from the Chair of the Parish Council. It was **RESOLVED** that council wished to consider extending this out further than in previous years, to include those that played a key role locally even if not directly on behalf of the parish council eg foodbank, covid helpline, Town Lands Charity & CuriosiTea (for their free school meals substitute during half term) – costs to be obtained for consideration.

It was further **RESOLVED** to write to CuriosiTea and formally thank them for their support of the children of the parish over half term.

SC41/20 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer the recommended appointments for the two vacancies to full council, along with the salary budget proposals.

SC42/20 DATE OF NEXT MEETING

It was **RESOLVED** to schedule the next Staffing Committee for 7.30pm on Monday 7 December 2020. No agenda items were requested.

SC43/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 20.15.

Signed: *B Blunt*

Chairman

Date: 21-1-21