

# PITSTONE PARISH COUNCIL

## Minutes of the Staffing Committee Meeting held on 5 July 2021 in the Community Room at Pitstone Pavilion.

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.

### SC1/21 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies:

Cllr Saintey

### SC2/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No written declarations had been received and no other declarations were made by members. The clerk declared an interest in the agenda item relating to overtime payment.

### SC3/21 MINUTES OF THE MEETING held on 11/1/21.

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 11 January 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SC4/21 CLERK'S REPORT

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

- Cllr Nicholls developing website safeguarding reporting tools.
- Recruitment of Assistant Youth Worker on hold until pandemic impact on youth café fully known.

### SC5/21 STAFFING ISSUES

1. It was **RESOLVED** to pay the Parish Assistant for 19 hours of overtime worked during the last quarter at the usual hourly rate.
2. It was **RESOLVED** to pay the Parish Clerk for 131 hours of overtime worked during the last quarter at the usual hourly rate. It was noted that 10 hours of this related to the skate park project and would be refunded via S106 claim. It was noted that the overtime burden should reduce once the Facilities Manager was in place.
3. It was **RESOLVED** to recruit a Facilities Manager for the pavilion, 5 hours per week, £12ph. The other terms of employment were defined. It was **RESOLVED** to advertise in PPP and seek to appoint at the August council meeting.
4. The change in personal circumstances for the pavilion cleaner was noted. It was **RESOLVED** to clarify the ongoing requirements with the member of staff. Situation to be reviewed in 4-weeks. It was **RESOLVED** to re-recruit if the need arises.
5. It was noted that the annual review with the Parish Assistant had been undertaken. No issues arising at present.
6. It was noted that the new Asset Inspector had now attended the Lantra tree risk assessment course & was booked onto RoSPA playground inspection course later in the year. No issues arising at present.
7. It was noted that both Litter Pickers were OK. No issues arising at present. It was **RESOLVED** to table an agenda item at the full council meeting to discuss if council wished to arrange litter picking for the new estates.

8. It was **RESOLVED** to arrange a meeting with the Youth Café Manager as the contract expires at the end of July. PPC to request a 6m contract (instead of annual) (ie 3 x half terms) with break clauses at the end of each half term, in case of further covid restrictions and/or insufficient demand returning.

**SC6/21 MATTERS FOR REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to table discussions at the full council meeting relating to (a) litter picking of new estates (b) youth café contract proposals.

**SC7/21 DATE OF NEXT MEETING**

It was **RESOLVED** to schedule the next Staffing Committee for 7.30pm on Monday 4 October 2021.

**SC8/21 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 20.30.

Signed:

Date:

---

Chairman