

PITSTONE PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on 15 June 2021 at Pitstone Pavilion, commencing at 8.30pm.

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.

SC1/22 ATTENDANCE AND APOLOGIES

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

SC2/22 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

SC3/22 MINUTES OF THE MEETING held on 1/11/21

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 1 November 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SC4/22 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 was removed from the budget for 2022/23.

SC5/22 STAFFING ISSUES

1. It was **RESOLVED** to bring publication of PPP in-house. Cllr Nicholls to investigate the possibility of an online submission form that would help standardise format & word count for article submissions. Number of editions per year to be reviewed if necessary. Clerk to work in conjunction with the PPP Editor for the July edition. Alternative printers to be investigated. Situation to be reviewed after a few editions.
2. It was **RESOLVED** to increase in hourly rate for the Parish Assistant to £12.50 per hour with effect from July 2022.
3. General staff welfare was discussed. It was noted that there was currently a lack of succession planning for many roles within the council.
4. It was **RESOLVED** to continue to monitor the situation with regard to extra litter picking staff.
5. It was **RESOLVED** that Cllr Nicholls would hold a training session with the Facilities Manager re Apple hardware before considering any replacement equipment.
6. It was **RESOLVED** to arrange the necessary building management training for the Facilities Manager.
7. It was noted that there may arise a requirement for the Clerk to undertake further Publisher training, but this would be reviewed once the extent of works for the PPP was known.

SC6/22 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no matters to refer to full council, except the Parish Assistant increase in hourly rate should be noted at the next full council meeting.

SC7/22 DATE OF NEXT MEETING

To be determined closer to the time, probably in September 2022.

SC8/22 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 21.45.

Signed:

Date:

Chairman

DRAFT