

# PITSTONE PARISH COUNCIL

## Minutes of the Staffing Committee Meeting held on 8 October 2024 at Pitstone Pavilion, commencing at 7pm.

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.

### SC9/24 ATTENDANCE AND APOLOGIES

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

### SC10/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

### SC11/24 MINUTES OF THE MEETING held on 18/6/24

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 18 June 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SC12/24 CLERK'S REPORT

- Working at Heights training complete for 2 members of staff and in progress for other 2 members.
- Workplace risk assessment for Facilities Manager in progress.
- Hourly rate increases for Facilities Manager and Parish Assistant implemented.

### SC13/24 STAFFING ISSUES

1. It was noted that the 3-Month reviews had been undertaken for the new members of staff. No issues were arising for the committee.
2. It was **RESOLVED** to purchase a Little Giant King Kombo step ladder for the pavilion from Screwfix (£227.99).
3. It was **RESOLVED** to purchase replacement safety boots for the Facilities Manager.
4. The feedback from the September volunteer event was discussed. It was **RESOLVED** to try a pizza evening for the January 2025 event. Request invitees confirm attendance so we know what to order and whether any dietary requirements.
5. It was **RESOLVED** to provision for a 10% increase in the total salary budget for 2025-26 to allow some flexibility and given that neither the minimum wage nor NJC proposed rates were known.

### SC14/24 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer the salary budget to full council for consideration.

### SC15/24 DATE OF NEXT MEETING

It was **RESOLVED** to schedule the next meeting for Tuesday 4 February 2025 at 7pm.

### SC16/24 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 19.15.

Signed:

Date:

\_\_\_\_\_ Chairman