

PITSTONE PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on 4 February 2025 at Pitstone Pavilion, commencing at 7.30pm.

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.

SC17/24 INTERVIEW WITH POTENTIAL VOLUNTEER EDITOR FOR PITSTONE PARISH POST

Interview held with Kelsey Edwards and discussion regarding IT requirements etc arising. Kelsey was thanked for coming forward to volunteer for the role and then departed the meeting.

SC18/24 ATTENDANCE AND APOLOGIES

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

SC19/24 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

SC20/24 MINUTES OF THE MEETING held on 8/10/24

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 8 October 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SC21/24 CLERK'S REPORT

- Working at Heights training completed by Parish Assistant and Facilities Manager. Outstanding for Cllr Nicholls and the Clerk (in progress).
- Workplace Risk Assessment for the Facilities Manager – in progress.

SC22/24 STAFFING ISSUES

1. Volunteer Events

- It was noted that the January volunteer event, with pizza, had been particularly well received and **RESOLVED** to repeat this format for the next event(s). Next event to omit garlic breads & dough balls as these were not as popular and just offer the pizzas and have crisps etc on the tables.
- It was further **RESOLVED** to continue to extend the invitation to the youth café young leaders.
- It was **RESOLVED** to schedule events for Friday 12 September 2025 and Thursday 15 January 2026.

2. Minimum Wage

It was **RESOLVED** to formally note that the council will adopt the increased National Minimum Wage for 3 x appropriate staff members from 1/4/25 (increases from £11.44 to £12.21 per hour).

3. SCP Grade Increase

It was **RESOLVED** to formally note that the council will implement the contractual one SCP grade increase for the Parish Clerk with effect from 1/4/25. SCP35 (£23.17 per hour) to SCP36 (£23.70 per hour).

4. Other Staff Hourly Rates

It was **RESOLVED** to recommend to full council that the hourly rates for both the Parish Assistant and the Facilities Manager are increased by 75p per hour with effect from 1/4/25, to maintain the differential between the Litter Pickers and these staff members.

5. Annual Appraisal for the Parish Clerk

The annual appraisal was undertaken. No issues or concerns were raised. No immediate training requirements were identified. New IT equipment in the process of being provided.

6. Other Appraisals

It was **RESOLVED** that the Clerk would undertake the annual appraisals for the Facilities Manager and Parish Assistant prior to the next staffing committee meeting.

7. Voluntary PPP Editor

- It was **RESOLVED** to appoint Kelsey Edwards as the Voluntary Editor of Pitstone Parish Post.
- It was further **RESOLVED** to purchase the required Publisher software licence, arrange for access to the PPP email address and for a transfer of historic files for reference.

SC23/24 MATTERS FOR REFERRAL TO FULL COUNCIL

- It was **RESOLVED** to seek ratification from full council of the hourly rate increases proposed in SC23/24.4 above, and for council to note the requirements of SC23/24.2 & 3 above.
- It was **RESOLVED** to advise council of the recommendations in relation to the volunteers' events.
- It was **RESOLVED** to recommend that full council ratify that Kelsey Edwards be appointed as the Voluntary Editor of PPP and to approve the costs arising. See SC23/24.7 above.

SC24/24 DATE OF NEXT MEETING

It was **RESOLVED** to schedule the next meeting for Tuesday 17 June 2025 at 7.30pm.

SC25/24 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 20.10.

Signed: *B Blunt*

Date: 17/6/25

Chairman