



**Minutes SC01/2018 of the Staffing Committee Meeting held on Monday  
22<sup>nd</sup> January 2018 at 14:00 in the Pavilion, Prince's Street**

**Present:** Councillors N Byatt, P Ford, J Kendrick, S Peek and S Wilson

**Officer:** S Stafford (Parish Clerk)

**Public:** None

**Public Forum:** There were no members of the public present at the meeting.

1. **To elect a Chairman of the Committee:** It was proposed by Councillor Wilson and seconded by Councillor Peek that Councillor Kendrick be elected as Chairman for 2018-2019. Councillor Kendrick was willing to stand. It was **RESOLVED** Councillor Kendrick be elected as Chairman, proposed by Councillor Wilson, seconded by Councillor Peek and all were in favour.
2. **To elect a Vice Chairman of the Committee:** Councillor Byatt proposed and Councillor Ford seconded an amendment to the motion, that a vice Chairman is not elected. It was **RESOLVED** not to elect a Vice Chairman proposed by Councillor Byatt and seconded by Councillor Ford and all were in favour.
3. **To resolve to accept Apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1):** There were no apologies for absence as all members were in attendance.
4. **Members Declarations of Interests:**
  - a) Declarations of interest: None
  - b) Dispensations: None.
5. **Committee Terms of Reference:** To consider and resolve the revisions and amendments to the committee's terms of reference (circulated with agenda).
  - 1. Authority - It was **RESOLVED** to amend 'The committee will meet as and when required to read 'The committee will meet quarterly', proposed by Councillor Byatt seconded by Councillor Ford and all were in favour.
  - Work Levels – process required - The Clerk stated this document was suggested by a former Councillor, however a draft had not been provided. Councillor Byatt thought it would be time consuming and have no benefit, it was **RESOLVED** not to proceed with the process, proposed by Councillor Byatt, seconded by Councillor Wilson and all were in favour.
  - Timetable for appraisals (circulated with agenda) - Following a review of the timetable, Councillor Byatt had reservations about an appraisal being carried out in February due to the setting of the budget, however

Signed: \_\_\_\_\_

Dated: 16<sup>th</sup> April 2018

it was agreed to leave the document as circulated. Proposed by Councillor Ford, seconded by Councillor Byatt and all were in favour.

- MPC Monitoring Plan (circulated with agenda) – There were several sheets to the monitoring plan, but again members thought it would be time consuming, it was therefore agreed to utilize the monthly plan with a few minor changes eg contracted Hours/only record additional hours. Clerk to establish the overtime payments for employees eg 1.25, 1.5 or double time for additional hours. *Note: Document attached - SLCC Advice Note: Hours of Work.*
- Timesheets (circulated with agenda) – Councillor Kendrick suggested in the Expenses box ‘with receipts’ should be added. The Clerk to send a copy of her monthly timesheet to the Chairman or Vice Chairman. Proposed by Councillor Wilson, seconded by Councillor Peek and all were in favour.

6. **Meeting Dates:** To consider and resolve the schedule of meeting dates for 2018/2019, detailed below:

16 <sup>th</sup> April 2018
9 <sup>th</sup> July 2018
15 <sup>th</sup> October 2018

It was **RESOLVED** to accept the meeting dates for 2018, proposed by Councillor Byatt, seconded by Councillor Wilson and all were in favour.

7. **Future Agenda Items:** To consider any items for a future meeting agenda. To action the above items detailed in agenda item 5 and circulate documents to members. Role of the dog warden.
8. **Date, time and venue of next meeting:** Monday 16<sup>th</sup> April at 14:00 in the Pavilion, Prince’s Street.
9. **Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and the Public:** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. It was **RESOLVED** to exclude the press and public due to the confidential nature of the business to be considered, this was proposed by Councillor Wilson, seconded by Councillor Byatt and all were in favour.
10. **Job Descriptions:** To review job descriptions. The Clerk had reviewed the job descriptions and read out the suggested amendments/additions. Other suggestions made by members were also recorded by the Clerk to be implemented. It was **RESOLVED** all amendments should be made to the job descriptions and documents circulated to members, proposed by Councillor Byatt, seconded by Councillor Ford and all were in favour. Clerk to clarify insurance cover for handyman when cutting grass in the closed churchyard.

Meeting closed at 15:30.

Signed: \_\_\_\_\_

Dated: 16<sup>th</sup> April 2018