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Minutes

Draft Minutes of the Staffing Committee Meeting, held at 12.07pm on Friday 9th June 2323.

Present

Cllrs Body (Chairman), Vining (Vice Chairman) and Hipwell

The Clerk, Mrs H Marshall was also present.

1/23 Apologies for absence None

2/23 Declarations of Interest None

3/23 Dispensations None

4/23 EXCLUSION OF PRESS AND PUBLIC "in view of the special/confidential nature of the business about to be transacted (items 5 a,b,c,d refers), which contains personal/contractual information it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw" As no members of the public were present the exclusion was taken as read.

5/23 The Clerk's performance was reviewed: It was noted that the Clerk is excellent. No matters were raised.

6/23 Employment issues raised by the Clerk: There were no matters raised. It was noted that all requests for training have been supported as the opportunities arise.

7/23 The basic working hours of the Clerk: The Councillors reviewed the current arrangements including the contributions of Councillors to the administration of the Council. The records show that the Clerk often exceeds the working hours. **The Committee recommended holding a staffing committee meeting prior to budget setting to discuss raising the Clerks hours, and that the Clerk should submit requests for overtime pay until the hours are reviewed. The Clerk is to keep a check on hours worked.**

8/23 The Clerk's pension arrangements were discussed. The certificate of compliance for the auto enrolment pension scheme has been resubmitted and will not be due for review until 2025. The Clerk would like to opt in to a pension. The Clerk does not qualify for automatic employer contributions. **The Committee recommended considering contributions, at the meeting prior to setting the budget.**

9/23 The Clerks incremental salary point was reviewed. **Members recommended increasing the Clerks incremental salary point to 12.**

The meeting closed at 12.33pm

Date of next Meeting: For **review by October 2023**

Signed:

Chairman F Body

Date: 19.6.23