

Minutes of a Meeting of the Staffing Committee of Woodcote Parish Council

Wednesday 24th April 2024 at 20:00

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr L Bilbe (LB)
Members	Cllr R Peirce (RP)
	Cllr T Over (TO)
	Cllr S Pritchard (SP)

Officers Present

Clerk	Mrs L White (LW)
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Public and Press None

Meeting Started: 20:00

SC_Apr24.1. Chair of the Committee

SC_Apr24.1.1. To elect a chair for the year ahead [LGA 1972 s15]

Resolved: Approved Unanimously to appoint Cllr Bilbe as Chair of the Committee

SC_Apr24.1.2. To receive the Chair's Acceptance of Office. [LGA 1972 s83(4)]

The Chair signed the acceptance of office, it was countersigned by the Clerk.

SC_Apr24.2. To receive apologies for absence. [LGA 1972 s85(1)]

None.

SC_Apr24.3. Declarations of Interests [LA 2011 s31]

SC_Apr24.3.1. To receive declarations of interest for items on this agenda

None.

SC_Apr24.3.2. To consider requests for Dispensations [LA 2011 s33]

None.

SC_Apr24.4. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

Resolved: Unanimously Approved to exclude the public and press due to the nature of the business about to be transacted.

SC_Apr24.5. To consider the performance of the Clerk & RFO, approve actions regarding their probationary period and approve any recommendations to the Council.

The Committee thanked the Clerk for the work they had done to date. It was confirmed that the extra 20 hours per month overtime are not currently used, but likely would be for the first time this month. The Clerk highlighted that the “to do list” was getting longer and longer, but that it was hoped once the End of Year Audits were completed, and the Annual Council Meeting and Annual Parish Meeting were in order the to do list could be started.

It was discussed the idea of an Assistant, Clerk, potentially from the Summer or Autumn, and this would be discussed formally on a future agenda.

This Committee to meet again in late July / early August to make a formal decision on probationary period.

SC_Apr24.6. Review the contracted hours and approve any recommendations to the Council.

The hours were discussed, and it was felt that the 18hrs per week, plus 20 hours overtime a month, if needed, were appropriate at this time.

SC_Apr24.7. To approve secondary employment of the Clerk (contractually required).

Resolved: Approved Unanimously the Clerk’s secondary employment, to include no more than 2 other employers, a total maximum of 14 contracted hours between them.

SC_Apr24.8. Confirm the date and time of the next Committee Meeting.

17th July 2024, Function Room, subject to availability.

SC_Apr24.9. To approve the minute of this meeting.

It was agreed the minutes were an accurate record of the meeting and they were duly signed.

There being no further business to be transacted, the Chair closed the meeting at **21:18**