

Mrs. L.A. Ruff, Clerk of the Council, Street Parish Rooms, 6 Leigh Road, Street,

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 25th March, 2021

 PLEASE NOTE DATE AND TIME

 Dear Sir/Madam,

 You are summoned to attend a meeting of the Staffing Committee which

 will be held **virtually using Zoom** with remote attendance on **Wednesday, 31st**

**March** 2021 for the purpose of transacting the business specified in the

following agenda. The meeting will commence at **7 p.m.**

 Yours faithfully,

 L.A. Ruff, Clerk of the Council

 AGENDA

1. ELECTION OF CHAIR

 To elect the Chair until May 2021.

2. ELECTION OF VICE-CHAIR

 To elect the Vice-Chair until May 2021.

3. APOLOGIES FOR ABSENCE - acceptance of any reasons offered

4. MINUTES

 To approve as a correct record the minutes of the Committee meeting

 held on 2nd July, 2019 (attached).

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

6. STAFF PERFORMANCE REVIEWS – Confidential report attached for members

7. SICKNESS ABSENCE – none during 2020/21

In accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, it is probable that a resolution will be passed at the meeting to exclude the press and public for item no. 6 as it involves confidential information on staffing matters.

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To: Councillors Carswell, Goater, Knibbs, Leafe, Napper, Shearer and Smith

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 STREET PARISH COUNCIL

 Meeting of the Staffing Committee held on 2nd July, 2019 at

5 p.m.

 PRESENT: Councillor C.E. Axten (Vice-Chairman)

 Councillors: S. Carswell, D. Goater, H. Shearer

 IN ATTENDANCE: Mrs. L. Ruff – Parish Clerk

 Mrs. J. Marshfield – Assistant Clerk

 Councillors: P. Birch, M. Daniells, P. Goater and

 A. Prior

 APOLOGIES: Councillor A. Leafe – working - reason accepted

1. ELECTION OF CHAIRMAN

 RESOLVED

 that Councillor Shearer be elected Chairman of the Committee for the

 year.

 Councillor Shearer In the Chair

2. ELECTION OF VICE-CHAIRMAN

 RESOLVED

 that Councillor Leafe be elected Vice-Chairman of the Committee for

 the year.

3. MINUTES

 The minutes of the meeting held on 8th January, 2018, copies of

 which had been circulated, were approved as a correct record and

 signed by the Chairman.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

 In accordance with the Code of Conduct all members declared a

 personal and prejudicial interest in alterations to the Parish Rooms for

 Council and Library use. In accordance with Standing Order 13 the

 Clerk had granted dispensation to all members to speak and vote on

the issue for the efficient and effective conduct of the Council’s

business.

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5. NEW POST

 The Clerk submitted a confidential report which had been circulated to

 members. The Assistant Clerk reported that no members had attended

 a meeting of the Health and Well Being Working Group the previous

 evening and she had been waiting in the Parish Rooms alone for 30

 minutes.

 It was not necessary to exclude the press and public as none were

 present. Councillor Axten explained the work on the Neighbourhood

 Plan and other initiatives carried out by the two former officers. During

 that time members had been considering how best to use the Parish

 Rooms. Surveys had been carried out on the exterior of the building to

 establish the work which needed to be carried out. Since 2015 the

 Council had provided a lot more for Street including events for

 Christmas, Somerset Day and the Merriman Park Fun Day. The

 workload of the two members of staff had increased and funding for a

 third officer was allocated in the budget. There was also a need for

 succession planning. It was noted that the grant from Groundworks for

 the Neighbourhood Plan would have to be repaid if it was not used for

 the purposes detailed. Production of the Plan had to follow a set

 process and technical planning knowledge was needed to carry out the

 work. A number of Councils had put their Plan on hold and the District

 Council was reviewing the way in which it regarded them. It was

 proposed to train the new person to become a Clerk/RFO although in

 future the role might be split. The officer would also have responsibility

 for projects and funding/bids.

 RESOLVED

 A. that Councillor P. Goater would draft an email for the Clerk to

circulate asking members to send apologies for all meetings, inform the

office a week before they went on holiday and to come off of a working

group if they could not attend meetings

 B. that all members be invited to a Visioning Day to consider the

 Information gathered from the Neighbourhood Plan survey and agree

 what they wanted to achieve – the work produced for the Plan to be

 sent to members

 C. that the Neighbourhood Plan Steering Group be informed that

 their opinion was valued, what the current position was and that the

 Council would analyse the information gathered

 RESOLVED TO RECOMMEND

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 that with speed the new role is brought to a position where it

 could be advertised and a new person recruited as an Assistant Clerk

 - the Committee to consider the roles, responsibilities, person

specification, job title, where to advertise etc. on 5th July and report to

Council on 16th July – the Neighbourhood Plan and volunteer rotas for

the Library would be a small part of the role.

6. SICKNESS ABSENCE

 The Clerk submitted a confidential report which had been circulated to

 members.

 RESOLVED

 that the report be noted.

 The meeting ended at 5.55 p.m.

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