

STREET PARISH COUNCIL

Meeting of the Staffing Committee held on 7th February, 2023 at 2 p.m.

PRESENT: Councillor A. Sparkes (Chair)
Councillors: P. Birch, H. Shearer and L. Wolfers

IN ATTENDANCE: Mrs. L. Ruff – Parish Clerk

PRESENT BY
INVITATION: Councillor B. Knickerbocker

APOLOGIES: Councillors: D. Goater and T.W.E. Napper – illness
and another engagement – reasons accepted

8. MINUTES

The minutes of the meeting held on 30th November, 2022, copies of which had been circulated, were approved as a correct record and signed by the Chair. It was not necessary to exclude the public and press for the following items as none were present.

9. STAFF PLANNING

The Clerk submitted a confidential report which had been circulated.

RESOLVED

A. that the vacancy for the Clerk/RFO be readvertised at the end of May including a clear plan for the next year or more as part of the application pack

B. that support from a clerk be given to the Acting Clerk/RFO as needed

C. that the draft Code of Practice for Employment of Young Persons circulated at the meeting be considered together with whether to have an apprentice or work experience placement after 2023

RESOLVED TO RECOMMEND

A. that Z. Leach be appointed as Acting Clerk/RFO from April to June 2023 on SCP 36 during the temporary period and that a letter be sent to her confirming these details

B. that D. Price be appointed as Acting Deputy Clerk from April to June 2023 on SCP 27 during the temporary period and that a letter be sent to her confirming these details

C. that a temporary worker be engaged from April to June with the same arrangements as previously.

10. RETIREMENT OF CLERK/RFO

The Clerk submitted a confidential report which had been circulated.

RESOLVED TO RECOMMEND

A. that the Acting Clerk/RFO be authorised to complete and submit the Employer Key Decisions form stating that the Council within its discretions policy had not elected to do any of the 3 options listed

B. that the gratuity payment of £2,295 as held in earmarked reserves be paid to the Clerk upon her retirement for 11 years service between 1989 and 2000 and advice be sought on whether PAYE, National Insurance and pension contributions would be payable

C. that the Clerk's laptop be wiped and this with the monitor, keyboard, mouse and wrist rest be written off as the items were 5 years old – these to be retained by the Clerk and the printer and ink cartridges to be returned to the Council

D. that a new laptop, keyboard, mouse and printer be purchased for the Assistant Clerk and her existing laptop be wiped and written off as it was 4 years old and faulty

E. that Councillor Sparkes be asked to draft an IT policy including provision for regular reviews and, portable equipment be trialled to enable hybrid meetings to take place and the streaming of meetings.

7. SICKNESS ABSENCE

The Clerk submitted a confidential report which had been circulated.

RESOLVED

that the report be noted.

The meeting ended at 3 p.m.

Chair _____