

LAUNTON PARISH COUNCIL

Minutes of the Staffing Committee meeting held on **Wednesday 25 May 2022** at 8.30pm in Launton Parish Hall

Councillors present: Mr Andrew Briant, Mr Ed Sanders, Mr Simon Turner, Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds

Councillors absent: Mrs Abigail Dowman, Mr Kyle Michael

Apologies: Mrs Lesley Thompson

1. Appointment of a Chairman for the meeting – to appoint a Chairman

The Council **RESOLVED** to agree to appoint Councillor Sanders as Chairman of the Staffing Committee.

2. To receive and accept apologies for absence

The Council accepted Councillor Thompson's apologies.

3. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

Nothing was declared.

4. To facilitate public participation with regard to items on the agenda

No members of the public attended the meeting. However, one member of the public had asked for the following to be recorded:

"Given the purpose of the meeting, I would like to record our appreciation of Jane Olds. Her commitment to her job, the Council and the wider community of Launton is unprecedented. Her tireless work on behalf of our village is exceptional and I hope you are able to recognise this when discussing the terms of her employment."

5. Terms of Reference – to note the Terms of Reference

The Council **RESOLVED** to note the Terms of Reference.

6. Public and Press – to consider passing a resolution, in accordance with the Public Bodies

(Admissions to Meetings) Act 1960 that the public and Press be excluded from the meeting for the following items by reason of the confidential nature of the business to be transacted.

The Council **RESOLVED** to agree to exclude the Public and Press.

7. Staffing

a. Appraisal – to discuss the appraisal for the Clerk and RFO

The Council considered the Clerk's role and noted that the current job description should be reviewed to include the need for maintaining the Parish Council website and social media presence together with the potential for remote meetings. The Clerk would ask SLCC for a revised model job description.

The Chairman also wished to highlight the shining example of attending training and asked if there was anything outside the normal training courses that the Clerk would find beneficial. The Clerk would consider the suggestion further.

The Council thanked the Clerk for her work and dedication to the Parish Council and village.

b. Salary Review – to consider a salary and hours review for 2022/23

The Council noted that the Clerk's workload had increased, particularly due to the Parish Hall project and in part due to the East West Rail project issues. The Clerk had calculated that her hours would have been within the appointed 45 a month had it not been for the Parish Hall.

The Council **RESOLVED** to agree to an increase in spine point from SCP13 to SCP16 (£12.70 per hour) and to increase the hours from 45 to 55 a month.

The salary and hours would be reviewed annually in November before the budget was considered.

8. Date of next full Council meeting – Thursday 9 June 2022 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.58pm.

Notes on declarations of interest

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Signed.....

Dated.....