

LAUNTON PARISH COUNCIL

Minutes of the Staffing Committee meeting held on **Thursday 1 December 2022** at 9.28pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds

Apologies: Mrs Abigail Dowman

1. Appointment of a Chairman for the meeting

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

2. To receive and accept apologies for absence

The Council received and accepted apologies from Councillor Dowman.

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.

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 reviewed the draft job description which had been produced as part of the Civility and Respect project. The Clerk would also provide a person specification to accompany the job description in order that both documents could be completed.

The Clerk had attended a number of training sessions and was also training other Clerks, particularly in Internal Audit, which in itself kept the Clerk's knowledge up-to-date and benefitted the Parish Council.

The Clerk confirmed that she was grateful to the Councillors for taking the time to read the papers and reports she produced. On behalf of the Committee, the Chairman thanked the Clerk for her effectiveness and enthusiasm which she gave the role. The Chairman also acknowledged

the recent letter the Clerk had received from the Chief Executive of the SLCC thanking the Clerk for the work she had recently done to help other Clerks in relation to the Queen’s death.

- b. Salary Review** – to consider a salary and hours review for 2023/24
The Council **RESOLVED** to agree to an increase in spine point from SCP16 to SCP17 (current rate £13.95 per hour) from April 2023.

8. Date of next full Council meeting – Thursday 5 January 2023 at 7.30pm, in Launton Parish Hall

The meeting closed at 9:57pm.

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.....