

LAUNTON PARISH COUNCIL

Minutes of the Staffing Committee Meeting Parish Council meeting held on **Tuesday 24 September 2024** at 12.30pm in Launton Parish Hall

Councillors present: Mr Andrew Briant, Mr Simon Turner (Chairman) and Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds

Apologies: Mrs Abigail Dowman

1. To Elect a Chairman of the Staffing Committee

The Committee **RESOLVED** to agree to elect Councillor Briant as Chairman of the meeting.

2. To receive apologies for absence

The Committee received Councillor Dowman'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 were in attendance.

5. Clerk Resignation

a. To note the resignation of the Clerk

The Committee noted the Clerk's resignation and acknowledged that it would be of great loss to the Council and community.

b. To note the leaving date

The Clerk informed the meeting that having tendered her resignation on 14 September, she would be working more than the four weeks' notice required and would finish on 31 October.

c. To consider the procedure for the Clerk's final expenses and any accrued annual leave

The Committee acknowledged that there was likely to be some overtime or accrued annual leave due once the Clerk had finished. The Committee **RESOLVED** to agree that the Clerk would submit a time sheet and final expenses after 31 October.

The Committee **RESOLVED** to note that some back pay would be due once the 24/25 pay settlement had been finalised.

The bankers standing order to pay the Clerk would be stopped after the October salary had been paid on 1 November.

6. Employment of a New Clerk

- a. Job Description and Person Specification** – to consider the draft job description and person specification

The Committee considered the job description provided by NALC together with a draft person specification. The Committee **RESOLVED** to update both documents taking into account comments made in order that they could be published with the advertisement.

- b. Hours and Pay Scale** – to consider a review of the role following the SLCC Job Evaluation criteria
The Committee **RESOLVED** to agree to the contracted hours of 50 a month with the proviso that it would be reviewed with the new Clerk regularly and additional work would be properly remunerated.

The Committee **RESOLVED** to agree to the LC2 (below substantive range) scale band between SCP18 and SCP23 dependent on qualifications and experience with a review after six months.

- c. Contract** – to consider the contract wording
The Committee **RESOLVED** to agree to defer the contract for a future meeting due to time constraints.
- d. Advertisement** – to consider the wording for the advertisement
The Committee considered and **RESOLVED** to agree two versions of the advertisement – one for the OALC newsletter and one focused on the village audience.

- 7. Locum Clerk** – to consider the appointment of an interim locum Clerk
The Committee **RESOLVED** to agree that it may be necessary to appoint an interim Locum Clerk in order that the Council was able to continue to function while the process of finding permanent replacement was completed.

8. Finance

- a. Co-op Bank Account** – to consider the signatories and payment authority for the main bank account
The Committee **RESOLVED** to agree that the current signatories were satisfactory.
- b. Lloyds Bank Account** – to consider additional signatories for the Parish Hall bank account
The Committee **RESOLVED** to agree that all current Councillors (Briant, Dowman, Turner and Webber) would be added as signatories to the account in order that it could be managed in the future. Online access would also be applied for.

- 9. Date of next meeting** – Thursday 3 October 2024 at 7.30pm in Launton Parish Hall.

The meeting closed at 2.08pm.

Signed..... Dated.....