

# Wheatley Parish Council Staffing Committee

## Minutes Wednesday 1<sup>st</sup> November 2022

**Present:** Cllrs R Barrett (RB), P Gregory (PG), T Newman (TN), A Sercombe (AS) (Chairman), R Street (RS)

**Meeting opened at 11:00 and closed at 12:05**

- 12. APOLOGIES FOR ABSENCE – none**
- 13. DECLARATIONS OF INTEREST – none**
- 14. MINUTES** from previous meeting on 19<sup>th</sup> May 2022 were approved and signed by the chairman, as a true record of the meeting.
- 15. OUTSTANDING ACTIONS** from previous meeting on 19<sup>th</sup> May 2022 – none
- 16. TO RECEIVE AN UPDATE FROM THE CLERK**
  - i) additional bank holiday due to state funeral
  - ii) appraisals to be arranged for January 2023
  - iii) theft of leaf blower no further action to be taken.
- 19. TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING DUE TO THE PERSONAL AND CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED – approved.**
- 17. BUDGETARY CONSIDERATIONS FOR 2023-24**

Committee agreed to request a 6% increase for staffing costs, within the draft budget.

The committee discussed other requirements including a storage area for the grounds staff. The Clerk is meeting with the Howe Trust, but committee favoured the lease of a container. Clerk to confirm costs and to include these in the next draft budget. Clerk to investigate chain saw training and to include these too.

Clerks Community Governance second year to be funded too.

Committee would like to see branded uniform once the council logo/heraldry has been approved.
- 18. TO DISCUSS LEARNING AND DEVELOPMENT OPPORTUNITIES AND CONSIDER REQUESTS**
  - i) Recent learning and development undertaken. Councillors have attended virtually. Discussion took place around the new registers of
  - ii) Training and development requests (councillors and employees). Councillors welcomed the opportunity to discuss topics and ideas in greater detail.

Cllr Newman had made a request for training opportunities with Breakthrough communications, this was approved and clerk to review any other requests
  - iii) Internal development – nothing to add
- 20. TO APPROVE PERMANENT APPOINTMENT OF GROUNDS MAINTENANCE OPERATIVE - Approved**

- 21. TO APPROVE PERMANENT INCREASE TO CLERKS HOURS –**  
Approved permanent increase to 25 hours per week.
  
- 22. REVIEW OF EDITORIAL SERVICES FOR WHEATLEY NEWS**  
The annual review was undertaken by Cllr Sercombe and the Clerk with the editor. Suggestions on how content can be improved. A 2.5% increase was approved, back dated to April 2022.
  
- 23. ITEMS FOR INFORMATION - none**