

# Wheatley Parish Council Staffing Committee Agenda Monday 20<sup>th</sup> September 2021 in the Parish Office

**Present:** Cllrs R Barrett (RB), P Gregory (PG), A Sercombe (AS) (Chair)

**Officer:** Michelle Legg (Clerk)

**Members of the Public:** 0

**Meeting started at 11.00 and closed at 12:00noon**

<b>No</b>	<b>Agenda Item</b>	<b>Action</b>
1.	<b>ELECTION OF CHAIRMAN</b> – Cllr Sercombe was elected as chairman of the staffing committee	
2.	<b>APOLOGIES FOR ABSENCE</b> – none	
3.	<b>DECLARATIONS OF INTEREST</b> – none	
4.	<b>MINUTES</b> from meeting on 25 <sup>th</sup> March 2021 were signed, by the Chairman, as a true record of the meeting. There were no outstanding actions.	
5.	<b>TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DUE TO THE PERSONAL CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED</b> - approved	
6.	<b>TO RECEIVE AN UPDATE FROM THE CLERK</b> The Clerk gave an update. Councillors approved further investigation to be undertaken and advice to be sought around employment legislation to support employees and the needs of the council <b>Clerk and Chairman to carry out research.</b>	<b>Clerk/ Chair</b>
7.	<b>TO APPROVE NEW STAFFING HANDBOOK</b> - approved by the committee. <b>Chair to present documents to full council for approval</b>	<b>Chair</b>
8.	<b>TO DISCUSS BUDGETARY REQUIREMENTS FOR 2022-23</b> Discussion took place around the council's capability to meet growing community needs and council's upcoming plans. <b>Chairman, with assistance from the Clerk, to write proposal to help address these needs.</b>	<b>Chair/ Clerk</b>

Following changes in legislation the council will see an increase in their national insurance contributions, this will need to be reflected in the new budget.

An increase to the learning and development budget were suggested. This will support the clerks request to undertaken community governance qualification in 2023.

9. **TO DISCUSS LEARNING AND DEVELOPMENT OPPORTUNITIES AND REQUIREMENTS**  
Councillors invited to training day on Saturday 25<sup>th</sup> Sept. Some councillors have also booked onto other training courses. Those who have not already done so will be reminded of their commitment to their own development.

Clerk sought authorisation to book office staff on health and safety training.  
This was approved by the committee. **Clerk to action**

**Clerk**

## **10. ITEMS FOR INFORMATION**