

# Wheatley Parish Council Staffing Committee

## Minutes Thursday 19<sup>th</sup> January 2023

**Present:** Cllrs R Barrett (RB), (arrived at 15:20pm) P Gregory (PG), T Newman (TN), A Sercombe (AS) (Chairman),

**Meeting opened at 15:10 and closed at 15:50**

No	Agenda Item	Initials
24.	<b>APOLOGIES FOR ABSENCE –</b>	
25.	<b>DECLARATIONS OF INTEREST –</b> none	
26.	<b>MINUTES AND ACTIONS</b> from previous meeting on 1 <sup>st</sup> November 2022 were approved by the committee and were signed, by the Chairman as a true record of the meeting	
27.	<b>OUTSTANDING ACTIONS</b> from previous meeting on 1 <sup>st</sup> November 2022- none	
28.	<b>TO RECEIVE AN UPDATE FROM THE CLERK</b> <ul style="list-style-type: none"><li>i) Appointment of new grounds maintenance operative, now in post, has completed initial induction.</li><li>ii) Branding for uniform, waiting for parish council logo to be approved by council before logos are added to uniform. The committee approved for employees to be issued with polos and jackets, as required.</li><li>iii) Implementation of 2.5% increase in newsletter editorial charges – noted.</li><li>iv) Community Governance commitments. Clerk will shortly begin her Community Governance course. Clerk will be out of the office for study days, council will support her through her studies.</li><li>v) Cllr Development Day 25<sup>th</sup> March. The agenda has been developed between the Chairman. Vice chairman of the Council and the Clerk. Given the closeness to the elections, the committee agreed for the Chairman to approach councillors to identify who would be standing again in 2023, those not standing would not need to attend the development day. Any potentially new councillors would be invited to join for lunch and election focused session.</li></ul>	<b>Chair</b>
29.	<b>TO CONFIRM APPRAISAL PROCESS FOR 2023-24.</b> It was agreed to use the same appraisal procedure. The clerk has engaged with employees and the committee approved that the chairman and one other member of the committee (depending on availability) would complete the Clerk's appraisal discussions.	<b>Chair/Clerk</b>
30.	<b>TO CONSIDER LEARNING AND DEVELOPMENT REQUESTS</b> <p>The circulated list of requests was reviewed. All requests for OALC sessions were approved, alongside the employee's health and safety training. Training for Grounds staff was to be split over 22-23 and 23-24 The Clerks attendance was approved (previously agreed via delegated powers). <b>Clerk to book sessions.</b></p>	<b>Clerk</b>
31.	<b>TO APPROVE PAYMENT FOR CLERK AND ASSISTANT CLERKS MEMBERSHIP TO SLCC -</b> approved	
32.	<b>ITEMS FOR INFORMATION OR URGENT ISSUES-</b> none	

**DATE OF NEXT MEETING TBA**