



**Minutes of the Meeting of the Staffing Committee held on 10th April 2017**

- Present** John Hobson (Chairman), Lauren McCann, Jackie Jeffery, Chris Drew, Jim Gillett, Amanda Burton and Miranda Parker
- 31/17 **Open Forum** - There were no residents present
- 32/17 **Declarations of Interest** – There were no declarations of interest
- 33/17 **Minutes of the Meeting held on 28th November 2016** - The minutes were approved by the committee
- 34/17 **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved
- 35/17 **To consider the training needs of the assistant clerk and to approve attendance on manual handling, fire awareness and legionella awareness courses at a cost of £25 each and the new councillor training at £40** – This was approved
- 36/17 **To consider whether the committee needs to recommend altering the timing of the Spring edition of the Village News in the light of heavy workload for the assistant clerk in March** – It was resolved to recommend altering publication dates to January, Late April/beginning of May and September
- 37/17 **To consider amending the Clerk’s contract to be in line with that of the Assistant Clerk** – This was approved and the changes made should be recommended to the Council
- 38/17 **To hear a verbal report on the auto-enrolment process** – The clerk reported that the Council had reached its auto-enrolment staging date and that both members of staff were enrolled. It was agreed that the Chairman of the Council was the main employer.
- 39/17 **Open Forum to discuss staffing issues** – There was nothing to report
- Date of next meeting** – 27th November 2017

**There being no further business the open meeting closed at 8.55pm**

Chairman’s Signature .....