



Minutes of the Meeting of the Staffing Committee held on 23rd May 2016

Present John Hobson (Chairman), Lauren McCann, Jackie Jeffery, Chris Drew, Tracy Ray and Miranda Parker

Apologies Jim Gillett

11/16 **Open Forum** - There were no residents present

12/16 **Declarations of Interest** – There were no declarations of interest

13/16 **Minutes of the Meeting held on 11th April 2016** - The minutes were approved by the committee

14/16 **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved

15/16 **To consider how to deal with overtime and stage payments** – The amount charged to erect the stage is to increase to £25 with immediate effect, and all further stage payments are to go through the payroll, with the member of staff dealing with it to continue to receive £20. Overtime should be for specific activities – for example, it is quite likely that the initial take-over of the Pavilion will need extra man-hours. It is up to staff to log their working hours, and if they seem to be regularly going over their contracted working time, then it is up to them to bring to the Staffing Committee’s notice. If it is just for a specific period, however, the staff member concerned should let the Chair know of the extra hours worked, and will be remunerated accordingly on their existing hourly rate.

16/16 **To consider how the workload is split between the clerk and existing clerk regarding the pavilion and East Park Farm playing fields** – It was agreed that the clerk would deal with the contractual elements and that the assistant clerk would deal with the day to day running of the provision.

17/6 **To note the national pay agreement for the next two years and to consider how to incorporate this into staff pay** – As this was approved in principle by full Council in December, the clerk was asked to arrange for a new Standing Order mandate to be signed with the updated amounts, and to back date the rise to April 2016.

18/16 **Open Forum to discuss staffing issues** – The clerk was to draft a letter from the Chairman to be sent to the assistant clerk, inviting her to join the pension scheme, and to give her some basic information on it. *Clerk’s note – this has now been done.*

10/16 **Date of next meeting** – The next meeting will be on Monday 28th November at 8pm in the Committee Room.

There being no further business the open meeting closed at 8.35pm

Chairman’s Signature