

**Minutes of the Meeting of the Staffing Committee held on 25th March
2018 at 8pm**

Present Paul Mundy (Chairman), James Bell, Jim Gillett, Jane Hartley, Amanda Burton and Miranda Parker

Apologies for Absence – Jackie Jeffery, Daljit Ryatt and Mile Weldon

58/19 **Open Forum** - There were no residents present

59/19 **Declarations of Interest** – There were no declarations of interest

60/19 **Minutes of the Meeting held on 26th November 2018** - The minutes were approved by the committee

61/19 **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved

62/19 **To revisit the discussion about creating a new communications role in the light of the Social media training attended by the clerk and assistant clerk** – the staff felt that on the basis of this session, most forms of Social Media were not suitable for us – the Councillors felt the website could be made to feel more contemporary, and it was accepted that as it will need updating to make it compliant with new regulations, this would be an opportunity to do so, but that there was little point in creating a new post at this time.

63/19 **To consider the first draft of an employee handbook** – it was agreed that this was needed, and that the titles were useful, but that in some sections, the text needed modifying to make it Charvil specific. The clerk was to do this over the coming months.

64/19 **To consider training needs** – The assistant clerk still needs training on the new Facilities package, but Council are awaiting this to have its final modifications before embarking on this. A few councillors still need to attend councillor training and the clerk will look out for suitable sessions.

65/19 **Open Forum to discuss staffing issues** – The clerk felt that there should be more openness about what roles each councillor may be interested in taking up at the Annual Meeting of the Council in May, and it was agreed that there would be a session at the April meeting where councillors could voice their interests, and find out more about roles unfamiliar to them.

Date of next meeting – Monday 25th November 2019

There being no further business the open meeting closed at 8.50pm

Chairman's Signature

Chairman's Initials.....