

**MINUTES OF AN EXTRA-ORDINARY MEETING OF THE STAFFING COMMITTEE HELD ON
21ST MAY 2021 AT 12.30PM IN CHARVIL VILLAGE HALL**

Present Claire Andersen (Chairman), Jim Gillett, Pat Sutlieff, Jane Hartley, Amanda Burton, and Miranda Parker

Absent

21/093 Open Forum - There were no residents present

21/094 Declarations of Interest – There were no declarations of interest

21/095 Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items – This resolution was approved

21/096 To consider how to organise the Neighbourhood Planning administrative support

The clerk felt that it may be best to get some temporary administrative support to work on improving the accessibility of Council documents, developing the events page of the website, and other items on both the Council and Neighbourhood Plan website. It was agreed to take this recommendation to Full Council, with a maximum budget of £2k. Hourly pay would be dependent upon experience. *Clerk's note: it may be that for the Neighbourhood Plan website, it will be updated by the working party volunteers.*

21/097 To review the staffing structure, possibly requiring external output - it was agreed that the clerk would try to get two quotes for the next meeting.

21/098 To consider issues around annual leave, how it is booked, and issues that affect

whether it is taken – It was accepted that it is not easy to take Annual Leave and that the Council needed to do more to ensure employees take it. The Chair of Staffing would check whether employees are booking leave on a quarterly basis, and the clerk is to ensure that people do not book leave at the same time. It was also agreed to take the recommendation to Full Council to pay the staff for leave not taken in the year 2020-21. This equates to 19 days for the assistant clerk and 17 days for the clerk.

Overtime claims were to be put in once a month.

Date of next meeting – Monday 22nd November 2021

There being no further business the open meeting closed at 1.42pm

Chairman's Signature