



Chairman: Jim Gillett

Clerk to the Council  
Miranda Parker  
30 Park View Drive South  
Charvil  
Reading  
Berks  
RG10 9QX

[www.charvil.com](http://www.charvil.com)

---

**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 22ND MARCH 2021  
AT 8PM VIA ZOOM**

**Present** Claire Andersen (Chairman), Jim Gillett, Pat Sutlieff, Jane Hartley, Amanda Burton, Keith Hayward, Bernie Leicester, and Miranda Parker

**Absent** James Hines

**21/093 Open Forum** - There were no residents present

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

**21/095 Notes of the Meeting held on 23rd November 2020** - The notes were approved by the committee

**21/096 Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved

**21/097 To clarify procedures for re-opening East Park Farm car park** – It was agreed to return to the WhatsApp arrangement for organising the closure of the car park from 29th March. James Hines is happy to continue the openings in the morning. It was agreed to close at 6pm for the time being. Bernie Leicester is to co-ordinate this.

**21/098 To consider how the second lockdown has affected staff and to deal with the problems that have arisen** – It was reported that generally people had been much more unpleasant than during the previous Lockdowns and there were more incidents of bad behaviour, such as the unauthorised use and tipping over of the Grundons, drug dealing, unauthorised access to the MUGA etc. Councillor Sutlieff thanked the staff for dealing with these issues on behalf of the Council.

**21/099 To note the wellbeing meeting in February and fix a date for the next one** – The next meeting was arranged for 29th September at 11am. One issue still outstanding was poor communication from one or two councillors and the clerk was to inform Cllr Andersen who they are so she can speak with them

**21/100 To consider issues around appraisals and when to do them** – The Chair appraises the clerk, and the clerk appraises everyone else – this is done in the autumn before pay discussions. The form needs simplifying, and it was suggested that views of all councillors were obtained as part of the process.

**21/101 To consider the issues around tennis court bookings** – The present system is reliant upon the assistant clerk being always available, and this is not sustainable. Various options were discussed around, and these would be investigated. *Clerk's note: many of the options rely upon a power source at the tennis courts and this is not the case.*

**21/102 To note completed training and to assess further training needs** – most of the training involved councillors rather than staff at this point, but this is under constant review

**21/103 Open Forum to discuss staffing Issues** – There were no issues raised.

**21/104 To consider the impact of the Neighbourhood Plan process on staff and how to mitigate** – It was explained that the task of supporting the Neighbourhood plan is a job in itself, but that it had been assumed that the clerk would do this, and no consideration had been given to either workload or pay. The clerk is reluctant to take on extra hours so it was suggested extra administrative support should be bought in. A concrete proposal should be drawn up and taken to the Council.

**Date of next meeting –** Monday 22nd November 2021

**There being no further business the open meeting closed at 9.00pm**

**Chairman's Signature .....**