



**Minutes of the Meeting of the Staffing Committee held on 23rd November 2020 at 8pm via Zoom**

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

**Absent**

**80/20** **Open Forum** - There were no residents present.

**81/20** **Declarations of Interest** – There were no declarations of interest

**82/20** **Notes of the Meeting held on 1st June 2020** - The notes were approved by the committee

**83/20** **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved

**84/20** **To appointment of a Litter Picker and Village Warden** – This was notes and James Hines and Bernie Leicester were welcomed.

**85/20** **To consider how to ensure that the gates at East Park Farm are closed each night without being an excessive burden on one or two people** – As James Hines is happy to open every morning, the gates are only a problem in the evenings. It was agreed that Bernie Leicester would set up a WhatsApp group for any Councillor volunteers, and if each person could put down the night or nights they can do, then hopefully the job will not fall on so few people as at present. This was to be tried for four weeks and Amanda Burton was to get the appropriate number of keys cut. James Hines has offered to cover Christmas Day. *Clerk's note: most of the Council have volunteered so it is hoped this will work.*

**86/20** **To consider how the Pandemic has affected staff and to deal with any problems that have arisen** – The range of issues that have come up this year have been extremely hard to predict and advice has been patchy, so staff have been having to make decisions with little guidance at times. Holding meetings by Zoom is far from ideal, but the etiquette sheet produced by Cllr. Andersen is helpful. The increase in litter has also been hard to deal with, particularly as we were not fully staffed. Thankfully, we are now.

**87/20** **To note the wellbeing meeting in October and set a date for the next one**– This meeting was attended by three members of staff and it was noted that the postbox at the Hall is still outstanding, but this is due to the difficulties in finding contractors in the current climate. The East Park Farm gates were also mentioned, but hopefully this has now been dealt with. The next meeting has been arranged for 9th March at 1.30pm.

**88/20** **The signing of contracts** – These are in the process of being signed and will be counter-signed by the Chairman.

**89/20** **To note that staff now have access to the WBC portal for wellbeing if required** – this was noted.

**90/20** **To note completed training and to assess further training needs** – Keith Hayward has now done the Manual Handling course. James Hines gets his training form Reading Borough Council and can deal with needles if they are found. There was nothing else at present.

91/20 **Open Forum to discuss staffing Issues** – There were no issues raised.  
92/20 **To consider pay for 2021-22** – It was noted the there would be no general pay increase this year, but all members of staff would have their pay increased by one spinal point as per their contracts.

**Date of next meeting** – Monday 22nd March 2020

**There being no further business the open meeting closed at 8.40pm**

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