



Chairman: Jane Hartley

Clerk to the Council
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**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 28TH MARCH 2022
AT 8PM IN CHARVIL VILLAGE HALL**

Present Pat Sutlieff (Chair), Hilary Jones, Narinder Ryatt, Jane Hartley, Amanda Burton,
and Miranda Parker

Apologies for Absence James Hines, Bernie Leicester, and Keith Hayward

22/109 Open Forum - There were no residents present

22/110 Declarations of Interest – There were no declarations of interest

22/111 Minutes of the Meeting held on 22nd November 2021 - The minutes were approved by
the committee

**22/112 Resolution to exclude members of the press and public due to the confidential
Nature of the following agenda items** – This resolution was approved

**22/113 To note the Staffing Review and to recommend approval of it, and to follow up on its
recommendations**

Apart from one or two minor queries, the review was recommended for approval, and it
was noted that the staff are on the right pay scale. The next step is to write an action plan,
stating whether each recommendation should be adopted or not, and the staff are to report
back in May.

**22/114 To consider what to do while the Council recruits a new caretaker, in terms of
managing weekend openings**

Councillor Hilary Jones suggested approaching a young neighbour of hers who may be
willing to help in the short term. The clerk was to contact him, and the Council will re-visit
this topic at the next Full Council meeting.

22/115 To recommend dropping the requirement for “Front Pages” to policies and other key documents, and to have one index sheet to mark when documents have been reviewed as the current system is far too time consuming, and therefore does not get completed

It was agreed that each document will be dated, but that they will then ask the reader to refer to the index for the review date. Also, it was suggested including the hyperlink to each document in the list.

22/116 To consider relations with the Borough Councillor

It was raised that the Borough Councillor does not really understand his remit in relation to the Parish Council, and it was agreed that Councillor Sutlieff would have an informal chat, and that the Chair would also speak with him. It was also noted that he should not attend confidential sessions of the Parish Council meetings

22/117 To note the wellbeing meeting in February and to book a date for the next one in September

The meeting was noted, and a date will be fixed in September that suits all attendees.

22/118 To note completed training and to assess further training needs

The Assistant clerk has attended a Safeguarding course and will write a Safeguarding Policy for approval from the Council. She has also attended Hallmark training for Village Halls, and the Hall now has Hallmark one status. She is due to attend the second session in April. Once the new dates come out for Councillor training, the new Councillors will be booked onto the courses.

22/119 Open Forum to discuss staffing Issues

The main issue was whether the Council should continue to test before meetings now that free tests would no longer be available. It was decided to recommend continued testing while Covid rates are high, and if necessary, the Council would purchase tests for each Councillor attending the next meeting.

Date of next meeting – Monday 31st October 2022

There being no further business the open meeting closed at 9.01pm

Chairman’s Signature