



MINUTES OF THE MEETING OF THE STAFF COMMITTEE
EXCLUSION OF PUBLIC AND PRESS

Minutes of the meeting of Staffing Committee held at the Council Offices, Station Road, Purton
on Monday 5th February 2018 commencing at 7.00pm

Councillor Attendance: Ray Thomas (Chairman), Neil Hooper, Susan Matthews and Vicky McKerrow

Officer Present : Deborah Lawrence – Clerk to the Council

01/18 **To receive and accept apologies for absence**

Apologies were received and accepted from Councillor Scott Harflett.

02/18 **Declaration of Interest** - No declarations of interest was received or noted.

03/18 **Dispensation** - None.

04/18 **Minutes of Previous Meeting**

The minutes of the meeting held on Monday 30th October 2017 were approved and signed as a true record, proposed by Councillor Neil Hooper, seconded by Councillor Vicky McKerrow with all those present in favour.

05/18 **Exclusion of Public and Press**

RESOLVED: In view of the fact that publicity would prejudice the public interest by reason of the confidential nature arising out of the business to be transacted in accordance with LGA 1972, Sch 12, para 10(2) (b) and 26 (2) (b). Members of the public and press were asked to withdraw.

06/18 **Clerks Confidential Report**

Councillors Noted the Clerk report which included the following items:

Staff References – Chairman Ray Thomas **Proposed** and it was second by Councillor Neil Hooper with all those present in favour that the Council formally adopt a template of standard responses for future staff references as guided by our HR company.

Retirement – Committee **Noted** the resignation of a member of our Cleaning Staff as from 1st April 2018 taking retirement. Advertisements have been placed for their replacement. A thank you celebration for their 34 year service will be arranged.

Staffing Hours – Committee **Noted** the change in hours for our Charities Secretary from January 2018 at her request to Monday and Wednesdays only 9.30-5.30.

Grounds Staff – Our new groundsman/handyman has commenced work with good positive results so far.

The following **policies were adopted** : Time off In Lieu and Staff Bonding Day **Proposed** by Chairman Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour.

Staff Bonding day – it was **Noted** that this will take place on Monday 2nd July 2018.





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Staff Training – Training will be arranged for all staff on the basis of requirements and suitable courses that arise through this year with the exception of the Deputy Clerk who needs to receive her ILCA course which will commence in April. **Noted**

Training Agreement – Committee **Proposed** the adoption of a training agreement with amendment on terms of repayment, this will be adopted for all future courses.

Disclosure Forms – it was **Noted** that all staff have been checked with no issues.

Salaries – committee were advised that those members of staff who are due an increment rise will do so automatically in April along with any Government pay increase agreed.

Noted.

There being no further business the meeting was closed at 7.40pm

Dated

Signed_.....

