

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Thursday the 13th March at 8.05 pm.

Present: Cllr Burnett (Chair), Cllr Edmunds (Vice Chair), Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk.

S49/24 Apologies

None. Cllr James absent.

S50/24 Declarations of Interest

None.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S51/24 To adopt the minutes of the Staffing Committee Meeting held on the 27th November 2024.

It was **Resolved** to adopt the minutes. All present in favour.

S52/24 Matters arising from the last meeting.

- The office chair has been purchased.
- The hand held sander has been purchased.
- The socket set and spanners have been purchased.
- The back pay has been paid.

S53/24 To agree a date for the Clerks Appraisal.

It was **Agreed** to hold the appraisal on Wednesday the 2nd April at 4pm.

S54/24 To consider the purchase of a hand held pressure washer.

It was **Resolved:** Proposer and seconder received, unanimously agreed to delegate a budget of £250 to the office for the purchase of a Makita pressure washer battery and water container. The use of the Parish Council card approved if required.

S55/24 To consider the provision of work trousers for maintenance operatives.

This was discussed at length and it was proposed and seconded not to provide work trousers at this point in time. This may be reconsidered in the future depending on budgets.

S56/24 To review the maintenance operative position and to discuss the options for filling the vacant post.

The Clerk highlighted that only one application has been received since the position was advertised in January. A report was provided to those present from a desk top study of the hours being offered within the post. A recommendation was put forward by the Clerk to review the position and readvertise. A copy of the report can be found here.

It was agreed by those present that there were not enough hours being allocated for the role and the matter was discussed at length and it was proposed that the position be re-advertised for 30 hours per week. This was then seconded and approved by those present. The Clerk advised that we currently have no relief staff and the office will be covering essential duties for the next week. An offer of relief basic cover on a self employed basis has been received and was put before the committee.

It was proposed and seconded all present in favour to **Resolve** to offer temporary cover on a self-employed basis to Central Cleaning at a rate of £14 per hour whilst permanent cover is being sought.

S57/24 To approve the budgeted pay increase for 2025 – 2026 pay award.

It was **Resolved**; proposer and seconder received, all others present in favour to approve the pay award as budgeted.

S58/24 To review the remaining holiday entitlements and to consider them being carried forwards.

It was agreed that due to staffing levels and circumstances in the current year it has been difficult to utilise the holiday allowance for office staff. It was **Resolved** proposer and seconder received all others in favour of allowing up to two weeks leave to be carried forward instead of the usual 1 week allocation.

S59/24 To review the progress of the phased return.

It was agreed that the phased return period was officially complete.

There being no other business the Chair closed the meeting at 8.54 pm.

Signed.....Date.....

Chair of the Staffing and GDPR Committee Meeting

