

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Thursday
the 20th June 2024 at 8.05 pm.

Present: Cllr Burnett, Cllr Edmunds, Cllr Harwood, Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk.

S1/24 Election of Chair.

Cllr Burnett was proposed and seconded for the position of Chair. There being no further nominations this was put to a vote. All Present in favour.

Cllr Burnett was duly elected Chair of the Staffing & GDPR Committee.

S2/24 Apologies

None.

S3/24 Election of Vice Chair.

Cllr Edmunds was proposed and seconded for the position of Vice Chair. There being no further nominations this was put to a vote. All present in favour.

Cllr Edmunds was duly elected Vice Chair of the Staffing & GDPR Committee.

S4/24 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'

S5/24 To adopt the minutes of the Staffing Committee Meeting held on the 22nd January 2024.

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

S6/24 Matters arising from the last meeting.

- Leaf blowing training completed.
- SLCC summit attended.
- ILCA Training not booked.

S7/24 To review the allocation of litter picking hours.

The Committee were informed that the additional hours agreed for the litter picking were currently being undertaken by the relief worker. The Committee were asked if they would approve this on a permanent basis. After further discussion to ensure all parties were happy with this arrangement. It was **Resolved** to accept this suggestion, a new contract will be issued for the 4 hours per week to the Relief Maintenance Operative. All Present in favour.

S8/24 To approve the cost of a knapsack sprayer.

It was **Resolved** to approve the cost of £57.60 for the purchase of a replacement sprayer. All present in favour.

S9/24 To approve the cost of a litter pick trolley

It was **Resolved** to purchase an additional trolley for the Cemetery shed at a cost of £130.49. All present in favour.

S10/24 To discuss concerns reported to the Chair of the Staffing Committee.

Cllr Burnett informed that concerns had been raised with her regarding a Cllrs Conduct towards a staff member at a meeting, advising that this person reporting wished to remain anonymous. This was discussed at length, and it was **Resolved** to record the complaint and keep it on the file and for a letter to be sent to all Cllrs reminding them of their obligations under the Code of Conduct and as an employer. Cllr Edmunds proposed that the letter includes a reminder regarding Cllr obligations generally and emphasise the importance of being prepared for meetings and the importance of prompt responses to emails. The addition was seconded by Cllr Burnett. All present in favour

S11/24 To receive a report from an appraisal meeting.

The Committee were provided with a written report from the Senior Office administrators appraisal. The report was noted and the objectives set were approved.

S12/24 To review and agree procedures for potential time off and changes in working patterns to support a staff member.

A report was submitted to those present reviewed the proposals. It was **Resolved** to adopt the plan as set out within the report. All present in favour.

S13/24 To approve the increment increase in the Clerks salary in line with the successful achievement of a Certificate in Local Council Administration.

It was **Resolved** to increase the Clerks salary from SPC 33 to SPC 34, as outlined in the Clerks Contract to be raised one spinal point on the successful completion of this qualification. All present in favour.

There being no other business the Chair closed the meeting at 8.40 pm.

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

Chair of the Staffing and GDPR Committee Meeting