

## ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Tuesday the 22<sup>nd</sup> January 2024 at 7.00 pm.

**Present:** Cllr Burnett (Chair), Cllr Edmunds (Vice Chair), Cllr Harwood.

**In Attendance:** Lynn Clarke, Parish Clerk.

### **S44/23 Apologies**

None. Cllr Kelsey absent.

### **S45/23 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'*

### **S46/23 To adopt the minutes of the Staffing Committee Meeting held on the 7<sup>th</sup> November 2023.**

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

### **S47/23 Matters arising from the last meeting.**

- Personnel Files not reviewed.
- Letters sent to staff regarding pay increases.

### **S48/23 To approve the decision of the interview panel for the appointment of a relief maintenance operative.**

It was **Resolved** to accept the decision of the interview panel. All Present in favour.

### **S49/23 To approve the cost of a Lantra leaf blowing course.**

It was **Resolved** to approve the cost for the two permanent members of staff to attend at a cost of £155 per person. All present in favour.

### **S50/23 To consider staff attendance at an SLCC summit on how to engage everyone in your community.**

It was **Resolved** to approve the cost of £65.00 + VAT to attend. All present in favour.

### **S51/23 To consider increasing the Maintenance Operatives hours to 11 per week to undertake general litter picking throughout the village.**

It was **Resolved** to approve the additional hours. Recommendation to be put before Full Council for the additional work to be undertaken. All present in favour.

### **S52/23 To approve the cost of the ILCA training provided by The Society of Local Council Clerks.**

It was **Resolved** to approve the costs of £120.00 for the training. All present in favour.

**S53/23 To undertake a review of hours worked since the increase in the clerks' hours were agreed.**

The timesheets for the past six months were reviewed.

It was **Agreed** that the overtime previously being worked was no longer being carried forwards for approval. It was agreed that the new allowance seems to be at an adequate level.

**S54/23 To receive an update on the authorisation of compassionate leave.**

The Clerk provided a verbal update on the situation to those present.

The update was noted.

There being no other business the Chair closed the meeting at 7.40 pm.

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

Chair of the Staffing and GDPR Committee Meeting