



**MINUTES OF THE MEETING OF THE PARISH COUNCIL STAFFING COMMITTEE  
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL  
At 6.00 pm on Thursday 24<sup>th</sup> October 2019**

**Present:** Cllrs Martin, Oechsle, and Gust

**In Attendance** Mrs Turner (Clerk)

1. **Chairman's opening remarks.** The Chairman welcomed those present.
2. **Apologies** – Cllr Couves joined the meeting at 6.15pm and tendered his apologies for late arrival. Apologies **ACCEPTED**.
3. **Declarations of interests** – None received.
4. **Minutes of previous meetings**
  - 4.1. **To approve the Minutes of the Meeting held on 18<sup>th</sup> July 2019**

The minutes were **APPROVED** and signed by Cllr Martin as a true record. All **AGREED**.
  - 4.2. **Matters arising from the minutes.**

Microsoft *Word* training – The Clerk has been unable to attain a response from *Poultec* to date, despite several calls and emails – Cllr Martin to contact an associate there to try and establish if there is any provision of this type of training.
5. **Resolution to exclude the public and the press**

Cllr Martin proposed the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 6 onwards on the grounds that it could involve the likely disclosure of private and confidential information. The resolution was **SECONDED** by Cllr Oechsle and **AGREED**.
6. **Clerk/RFO**
  - 6.1. **To consider the Clerk's progress since the last meeting in line with objectives set to March 2020, and receive an update on the CILCA Training Course**

The Clerk confirmed that she had set up a PAYE scheme with HMRC and the first live payment had been made for the October salary.

A work programme, month by month, has been drafted.

Minutes are now being produced within 14 days of meetings.

A partial hand-over of the RFO responsibilities was underway.

Training has been undertaken on 'Understanding the Budget and setting the Precept' since the last committee meeting, as well as the first day of the CILCA training.

A timetable for review and re-adoption of policies and procedures has been drafted.

The Parish website is still currently maintained by Cllr Martin.

Potential and need for establishing a *Facebook* Page was debated at the Council Planning Meeting and is on-hold for the moment.

Paper and electronic files are being maintained.

The laptop is being utilised and the Gmail account regularly monitored.

Clerk to undertake a risk assessment of the home office and compliance with lone working needs.

An update on the CILCA training was circulated to Committee Members prior to the Meeting. The Report was **NOTED**.

**6.2. To consider changes to the Clerk's Contractual Hours**

The Clerk was asked to leave the room whilst discussions took place. It was unanimously **AGREED** to increase the Clerk's contractual hours from 6 to 7 per week with effect from November 1<sup>st</sup> 2019 and that the Clerk should submit real time timesheets to validate this increase.

It was also **AGREED** to pay the Clerk up to a maximum of 100 hours study time on a pro-rata basis, and pending timesheet submission, as a contribution towards the study time required for the CILCA qualification.

**6.3. To consider the Clerk's proposed leave and any cover arrangements required**

Clerk to set up an 'Out of Office' email during periods of absence. Leave for 19<sup>th</sup> November and 20<sup>th</sup>, 23<sup>rd</sup>, 24<sup>th</sup> December, **AGREED**.

**6.4 To consider any implications for the 2020/21 Parish Council Budget**

Clerk and Cllr Martin to ensure that the Budget reflects this additional staffing expenditure.

**7.0 To note items for the next meeting Agenda**

CILCA Update.

Clerk's Annual Review

**8.0 To agree the date of the next Meeting.**

It was agreed that the Staffing Committee would re-convene again on 27<sup>th</sup> March 2020.

The Meeting closed at 6.25pm.