



**MINUTES OF THE MEETING OF THE PARISH COUNCIL STAFFING COMMITTEE  
HELD VIA THE INTERNET MEDIUM, "ZOOM",  
At 4.00 pm on Tuesday 26<sup>th</sup> May 2020**

**Present:** Cllrs Martin (Chairman), Oechsle (Vice-Chairman), Gust and Couves

**In Attendance** Mrs Turner (Clerk)

1. **Chairman's opening remarks.** The Chairman welcomed those present.
2. **Apologies.** No apologies – all present.
3. **Declarations of interests** – None received.

**4. Minutes of previous meeting held on 24th October 2019**

**4.1. To approve the Minutes of the Meeting held on 24<sup>th</sup> January 2019**

The minutes were proposed by the Chairman as a true and accurate record of the meeting, seconded by Cllr Oechsle. All **AGREED**. The minutes will be signed by the Chairman in due course.

**4.2. Matters arising from the minutes.** There were no matters arising.

**5. Resolution to exclude the public and the press**

The Chairman 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, seconded by Cllr Oechsle, and **AGREED**.

*The Clerk/RFO left the meeting at this point.*

**6. Clerk/RFO**

**6.1. To consider the Clerk's performance in the context of the objectives set to March 2020, and receive an update on the CILCA training course**

The Chairman presented and took the meeting through the draft review of the Clerk's performance against the objectives set in her first year with the Council.

Objectives – 2019/20	Progress as at 31/03/2020
1. PAYE for Clerk Salary	Done
2. Policies and procedures	Done
3. Work programme for the Council and the Clerk.	Done
4. Documents for meetings & Minutes and other actions post meetings	Largely done
5. Handover of RFO responsibilities from Acting RFO	Underway
6. Personal development – CiLCA/other training	CiLCA underway + other relevant training undertaken
7. Parish Council website	Not yet transferred
8. Yaxham Parish Council Facebook page	YPC Decided to stick with NP4Yaxham
9. YPC Clerk's Laptop/Printer/Gmail account etc	Handed over and in use
10. Paper & Electronic files	Paper Files set up & using Dropbox
11. Risk assessment home/lone working	Done
Conclusion	Good first year with most of the objectives met.

There was a discussion and appreciation of the Clerk's enthusiasm and commitment to the work.

The Chairman proposed, seconded by Cllr Couves, that the report be **NOTED. AGREED**.

### 6.2. To consider the Clerk's contractual hours

The Chairman reported that in the last couple of months the Clerk had worked longer hours than contractually agreed. Whilst recognising that a lot of this was related to the Covid-19 emergency, it was also noted that the increased activity of the Council and Parish Charity in the past 12 months had generated its own additional calls on the Clerk's time. The Chairman therefore proposed that the Clerk's weekly contractual hours be increased from 7 to 8 hours, and that a system be set up for an early warning from the Clerk that the work might lead to over-shooting the total for any one month, so that any additional hours required could be agreed in advance, or work dispensed with to reduce the projected hours. The cost implication was some £520/year and there would be consideration of charging some of the hours to the Parish Charity, such as an hour a week, to be considered separately. This proposal was seconded by Cllr Gust. All **AGREED**.

### 6.3. To agree the Clerk's objectives for 2020/21

The Chairman presented the proposed objectives for the Clerk that had been discussed with the Clerk in advance and set out below:

#### 2020/21 Objectives

1. Maintain the achievements from 2019/20
2. Complete the outstanding objectives from 2019/20
  - a. Documents for meetings & Minutes and other actions post meetings – requires MS Word/MS Excel/Adobe training see below
  - b. Handover of RFO responsibilities
  - c. Complete & Qualify for the CiLCA
  - d. Handover of Parish Council Website
3. Keep policies and procedures up-to-date, including highlighting any new policies that the Council should consider.
4. Structure working week around the agreed contract hours, provide regular monitoring and report in advance any likely over-run.
5. Finance
  - a. Set-up on-line access to monitor the Council's bank accounts
  - b. Provide quarterly reports of gross income/expenditure v AGAR £25k threshold
6. Assist with the Year-End Accounts and Audit/AGAR process for 2020
7. Organise the Year-End Accounts and Internal Audit/AGAR process for 2021
8. Organise the Internal Audit and Annual Return for year ending 31/03/2020 for the Parish Charity
9. Training Requirements
  - a. MS Word/MS Excel/Adobe – especially MS Word formatting and editing
  - b. How to maintain the website
  - c. Other relevant training

After discussion, the Chairman proposed that these objectives be agreed, seconded by Cllr Couves. All **AGREED**.

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

This had been discussed under 6.1 above.

### 7. To consider items for the next Agenda

None

### 8. To agree the date of the next Meeting.

The Committee would be convened as require.

The Meeting closed at 4.42pm.