

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday 19th October 2022 in the Ray Shill Room, Northway Community Hub, commencing at 7.00 p.m.

Present: Cllr J Roberts (Chairman) Cllr Mrs S Terry (Vice-Chairman)
Cllr S Ward

In Attendance: Mrs C Woodward, Clerk of the Council

S/21/22 Apologies for Absence

No apologies for absence were received.

S/22/22 Declarations of Interest

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Min Ref C/159/12), including paragraph 12(2), were made.

S/23/22 Minutes of the Previous Meetings

Minutes of the Meeting that took place on 6th April 2022 - Cllr Ward PROPOSED that the Minutes from the meeting that took place on 6th April 2022 should be approved as a true and accurate record. Cllr Terry SECONDED.

FOR: UNANIMOUS

Minutes of the Meeting that took place on 22nd June 2022 - Cllr Terry PROPOSED that the Minutes from the meeting that took place on 22nd June 2022 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

S/24/22 Matters Arising from Previous Minutes

S/05/22 Health and Safety Lone Working – Lights had been installed on the car park gates at the Community Hub and the camera facing the gate had been upgraded (existing one failed).

S/05/22 Fire Risk Assessment – Cllr Blackmore had confirmed that she would assist with a Fire Risk Assessment at the Village Hall. The Clerk apologised for the delay due to other priorities.

S/05/22 Fixed Electrical Wiring – Tests had been undertaken at the Village Hall and were still to be completed at the Changing Room.

S/25/22 Exclusion of the Public and Press

Cllr Roberts PROPOSED that in view of the special / confidential nature of the business that was to be transacted i.e., relating to staff personnel, it was advisable in the public interest that the public and press were temporarily excluded and were instructed to withdraw.

FOR: UNANIMOUS

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S/26/22 **Exclusion Items**

COUNCILLORS ONLY

Under 'Exclusion' Members received updates relating to staff annual reviews, staffing budgets and pay scales.

S/28/22 **Training**

It was noted that upcoming training courses were raised at each Council meeting as and when relevant ones became available. Cllr Beadle was considering attendance on a Being a Better Councillor course.

S/29/22 **IT Upgrade**

Cllr Roberts PROPOSED that a recommendation was taken to the Finance Committee that a 'tablet' or something similar was purchased to make the Booking Clerk role more efficient. There was a remaining earmarked budget for IT with funds available.

FOR: UNANIMOUS

S/30/22 **Correspondence for Action**

Kickstart Portal had been in touch offering the Council the opportunity to participate in the Government Apprenticeship scheme. Members considered this and believed the workload on the Clerk and the Clerk's Assistant was already too great to cope with this, plus it would be very unlikely there was a job the Council could offer at the end of the scheme.

S/31/22 **Correspondence received after 13th October 2022**

No correspondence had been received.

The meeting concluded at 8.00 p.m.