



*Staffing Committee Meeting held on  
Monday 26<sup>th</sup> April 2021 at 7pm  
Via Zoom  
Local Authorities have been handed new powers  
to held meetings virtually by using video or telephone*

MINUTES

**Present by video link:**

Councillor P Hall (Chairman)  
Councillor P Stevenson  
Councillor Q Somerset  
Councillor T Tucker  
J Hopkins (Clerk)

1.	<b>Apologies and absence</b> (all members, clerk and members of the public will be in attendance for the purposes of 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' if they are in remote attendance) There were no apologies.
2.	<b>To receive declarations of interests and consider requests for dispensations</b> There were none.
3.	<b>To approve the Minutes of the last meeting held on Monday 29th September 2020</b> It was noted that the minutes have already been approved on Monday 19 <sup>th</sup> October 2020 at the Full Council meeting.
4.	<b>To note staff holidays to be carried forward to 21/22</b> It was agreed that the outstanding holiday entitlement can be carried forward for all staff.
5.	<b>To note that as part of the 2020 pay negotiations, the NJC employers agreed to increase the annual leave entitlement to 22 days, for those with less than 5 years service (effective from 1.4.20)</b> This was noted and resolved.
6.	<b>Salary Review – Confidential</b> To resolve that the public and press will be excluded from this item to progress a confidential staffing matter. The staff salary review was discussed.
7.	<b>To agree to a new role for a Caretaker for Canon Park and to discuss the Contract and Job Description as recommended by the Canon Park Committee (see minutes 6.4.21) – see attached</b> The role was discussed and the following points raised: <ul style="list-style-type: none"><li>• Confirmation of agreement of the budget/role must be made by the Planning &amp;</li></ul>

	<p>Finance Committee. The salary scale will be the same as the current caretaker.</p> <ul style="list-style-type: none"> <li>• This role is essential to comply with the Noise Management Policy.</li> <li>• Confirmation is needed, from the Canon Park Committee, on the specification of the gates and floodlights ie. Are they on a timer or need switching on/off? Is the gate on a key code or manual lock?</li> <li>• The Fitness Equipment has maintenance obligations as required by the warranty terms (weekly, monthly and annual checks).</li> <li>• A staffing meeting will be held on Tuesday 1<sup>st</sup> June, after the new Committees are in place following the elections, to discuss this further.</li> <li>• The planning application on the MUGA is still awaiting a decision.</li> </ul>
8.	<p><b>To note that the Town Clerks Appraisal took place on 20<sup>th</sup> October 2020 and that the section completed by Cllr Hall has now been received back and signed</b></p> <p>It was <b>resolved</b> that the appraisal process is complete. The Clerks next appraisal will be due in October 2021.</p>
9.	<p><b>Policy Review</b></p> <p>All policies were reviewed in 2020 and are due for review in May 2021. It was agreed to review all policies and to split them out between the Councillors (to be put on the May full council agenda).</p>
10.	<p><b>Pension Year End Return</b></p> <p>It was noted and <b>resolved</b> that the Year End Return for 2019/20 was completed on 16<sup>th</sup> April 2020.</p> <p>It was noted and <b>resolved</b> that the Year End Return for 2020/21 was completed and sent on 8<sup>th</sup> April 2021.</p>
11.	<p><b>Date of next meeting</b></p> <p>The next meeting will be held on Tuesday 1<sup>st</sup> June at 7pm. Staffing Committee meetings will be held once a quarter.</p>