

DRAYTON PARISH COUNCIL

Minutes of the meeting of the Staffing Committee held on Thursday 9 February 2017 at 6.30pm in The Pavilion, King George Fifth Playing Field Drayton High Rd, Drayton

PRESENT

Mrs B Gibson – Chairman

Mr K Blaxter Mr A Crotch Mr W Morgan Mr L Wilkinson

Mr J Hall – Parish Clerk

IN ATTENDANCE

Cllr Everett

The Chairman opened the meeting and welcomed those present and requested with the permission of the committee to include an urgent item on the agenda as item 4a: To consider engaging external admin consultancy to support and assist with any current issue and to help with the Harry Cator event. Agreed by those present.

235. Apologies for absence

1. All members present.

236. Declarations of interest

2. Nothing further was declared beyond those interests already included on the register of member's interests.

237. Public Participation

3. Representations were received in respect of :

- The Clerk's outstanding holiday for 2016/17
- Maintenance tasks and proposed schedules for management.
- Litter picking routes already covered by the District Council.

The Clerk advised that he was pleased with the flexibility provided to him by the Council and that it had benefitted both parties. In addition, he advised that he intends to take all his outstanding holiday before the year end in March, albeit he will carry forward 5 days as his contract allows.

238. Role and Requirements of Maintenance Operative

4. Item deferred to future meeting.

W.E. Morgan

239. Engaging External Admin Consultancy to Support and Assist with any Current Issue and to help with the Harry Cator Event.

4a. The chairman advised this issue had become urgent due to the pressures on the Parish Office and the need to progress some outstanding matters particularly the Harry Cator event. The Clerk advised that surplus budget was available within the budget lines for salaries.

RESOLVED to engage Luisa Cantera to support the Clerk. A ceiling of £1000 from the salaries budget was agreed. Cllr Everett to contact Luisa Cantera.

240. PPE Requirements for Staff and Consideration of Provision of Uniform

5. The committee acknowledged its duty within the Health and Safety at Work Act 1974. A list of PPE had been supplied to members prior to the meeting. It was thought that providing uniform was not required, although PPE should be marked accordingly with text displaying "Drayton Parish Council".

It was noted that the budget for such expenditure was held by Finance & General Purposes committee and that it should be a recommendation to the Finance & General Purposes committee meeting to held on 16th February 2017 that these purchases should be ratified.

241. Cover requirements for staff absences

6. Item deferred to future meeting.

242. Exchange of Information

7. It was noted that due to a councillor resignation a vacancy had arisen on the Grievance Panel. This could be filled if required and all positions on the panel will be due for re appointment at the Council's annual meeting in May.

243. Date of the next meeting

8. To be advised.

244. RESOLVED to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of agenda items 10 & 11 because of the confidential nature of the business to be discussed.

Meeting closed to press and public at 7.58pm

245. Request from Staff Member

10. **RESOLVED** to agree to the request.

W.E. Moran

246. Request from Volunteer to Undertake Litter Picking Duties

11. It was agreed that the Clerk together with Cllrs Everett and Gibson should meet with the volunteer to take matters forward.

Meeting closed 8.10pm

W.E. Morgan