



**Draft minutes are subject to approval at the next Full Council meeting**

**Draft Minutes of the Staffing Committee Meeting  
held at the Council Offices on Thursday 30 March 2023**

**The meeting commenced: 7.00 pm – concluded at 7.35 pm.**

**Councillors Present.** Carol Levery (Chairman), Dr John Bowden, Victoria Bowden, John Housley and Thomas Sturgess

**Absent Councillors.** John Brownrigg.

**Officers:** Andrew Towleron – Parish Clerk/RFO (minute taker).

**Members of the Public.** None.

**Chairman's Announcement**

Before the formal commencement of the meeting, the Chairman outlined the procedures to ensure that it was effective, safe and lawful.

<b><u>2022/48</u></b> <b><u>(SC)</u></b>	<b><u>Item 48: Apologies and Reason for Absence</u></b>  Proposed by Councillor John Housley and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the apology and reason given for absence by Councillor John Brownrigg be approved.  <i>(5 in favour)</i>
<b><u>2022/49</u></b> <b><u>(SC)</u></b>	<b><u>Item 49: Declarations of Interests</u></b>  The Clerk stated that he had not been informed of any.
<b><u>2022/50</u></b> <b><u>(SC)</u></b>	<b><u>Item 50: Exclusion of Press and Public</u></b>  It was considered that there were no items that required the exclusion of the press and public.
<b><u>2022/51</u></b> <b><u>(SC)</u></b>	<b><u>Item 51: Public Participation Session</u></b>  There were no questions raised.

<p><b><u>2022/52</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 52: Staffing Committee Minutes</u></b></p> <p>The approved minutes and resulting actions of the Staffing Committee of 26 January 2023 were considered. The Clerk advised that it had been necessary to delay the holding of the planned First Aid training (Item 2022/45 SC) until after the local elections in May due to a variety of reasons.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That the minutes of the Staffing Committee held on 26 January 2023 be endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2022/53</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 53: Policies for Approval</u></b></p> <ul style="list-style-type: none"> <li>• Flexible Working (including Working from Home)</li> <li>• Expenses</li> </ul> <p>These draft policies were considered. Various suggested amendments were made and agreed to them.</p> <p>a) Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and <b>RESOLVED:</b> That subject to the agreed amendments being made that the Flexible Working (including Working from Home) policy be agreed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p> <p>b) Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and <b>RESOLVED:</b> That subject to the agreed amendments being made that the Expenses policy be agreed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2022/54</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 54: Christmas/New Year Closure of Council Offices</u></b></p> <p>The closure dates of the Council Offices and Community Room for 2023/2024 were considered.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That the Council Offices and Community Room should both close at 12.00 noon on Friday 15 December 2023 and re-open at 9.00 am Tuesday 2 January 2024.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2022/55</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 55: General Staff Update</u></b></p> <p>Wide ranging and detailed discussions took place on various issues. A verbal and written report was provided by the clerk on the various actions contained in the Council's agreed Annual Plan for 2022-2023. He explained that all in all progress against the agreed actions was good. He added that the Annual Plan for 2023-2024 was under development and a draft would be brought to the next Staffing Committee meeting for consideration.</p> <p>The Clerk also provided an overview of various other staffing issues including the latest round of appraisals.</p> <p>He made special mention to staffing implications of the Big Coronation Lunch to be held on 7 May 2023 in Mortomley Park over the bank holiday weekend the organisation of which is being led by the Parish Council. A general discussion then took place on this.</p>

	<p>Proposed by Councillor Victoria Bowden and seconded by Councillor Thomas Sturges and <b>RESOLVED:</b> That approval is given to the Clerk to authorise overtime payments to other members of the staff assisting with the Big Coronation Lunch to be held on the Bank Holiday weekend of Sunday 7 May 2023.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2022/56</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 56: Date and Time of Future Meetings</u></b></p> <p>It was explained that the next meeting was scheduled for 7.00pm on Thursday 25 May 2023 at the Council Offices. This would be confirmed at the Council's 4 May 2023 where the date and time of all Council meetings for the year 2023/2024 would be confirmed.</p>