

# DRAYTON PARISH COUNCIL STAFFING COMMITTEE MINUTES

Thursday 20<sup>th</sup> October at 7.15pm at the Pavilion, King George V Playing Field, Drayton, NR8 6AW.

Present: Cllrs Neil Quinsey (Chairman), Jeff Anderson, Angie Taylor, Hilary Kisby.  
Locum Clerk: Mrs Anne Barnes

1. **Apologies and consideration of acceptance for absence.**  
No members were absent.
2. **Members' declarations of interest and requests for dispensations.**  
No members declared an interest.
3. **To receive and approve minutes from Staffing Committee held on 11<sup>th</sup> October 2022.** The committee amended the Minutes to include Item 4 and the presence of the Clerk. The committee APPROVED the minutes of the meeting held on 11<sup>th</sup> October 2022.
4. **To receive any questions or comments from members of the Public.**  
  
No members of the public were present.
5. **Staffing Matters.**

**The Committee may consider that in accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature. Staffing.**

## **5.1 Update on the appointment of the new Assistant Clerk and RFO**

NPTS has confirmed they have made an offer to the selected candidate subject to satisfactory references which have been applied for. The proposed starting date is Monday 21<sup>st</sup> November 2022.

## **5.2 Consider Staffing Committee budget requirements for 2023/24**

A draft budget was discussed outlining total costs of £76,705 and to include a contingency of £3295 to go into an Earmarked Fund. Total budget for 2023/24 £80,000.

It was AGREED that the Clerk would look at training courses for other staff members.

**Action: Clerk**

A request from the Maintenance Operative regarding Essential Car Users Allowance would be addressed in line with the annual appraisal.

### **5.3 Discuss the working hours of the Clerk and Assistant Clerk and RFO**

The committee agreed the working hours of both employees attending the office on Mondays was a positive working practice. See item 5.4.

### **5.4 Discuss the opening hours of the Parish Council Office**

The committee **AGREED** the office should be open to members of the public on Mondays and Wednesday from 10.00am to 12.00pm with at least one member of staff being present. This will take effect from 1<sup>st</sup> January 2023 and will be kept under review to ascertain visitor numbers. Other appointments may be made by arrangement with the Clerk. The days and times will be advertised to the public.

**Action: Clerk**

### **5.5 Review the Staff Appraisals Policy**

The committee amended the draft policy and would add the Appraisal Form to the Policy. The draft will be deferred to the next meeting for approval.

The committee **AGREED** that the Chairman and the Clerk will receive Appraisal Training.

**Action: Clerk**

## **6. To consider items for next agenda**

Review feedback from committees of maintenance role

Review Terms of Reference

Rearrange review meeting with Parish Clerk to 7<sup>th</sup> November 22

To consider the Assistant Clerk and RFO to have responsibility for 2 committees (Environment & Highways and Governance)

## **7. Date and time of next meeting**

The next meeting will be held on Thursday 26<sup>th</sup> January 2023 at a new time of 7.30pm in the KGV Pavilion.

Meeting closed at 8.15pm.