

## ANSTON PARISH COUNCIL

### MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE PARISH HALL, 15a RYTON ROAD, NORTH ANSTON ON TUESDAY 10<sup>th</sup> SEPTEMBER 2019

**Present:** Councillors Phil Bowers, Clive Jepson, Philip Matthews, Drew Tarmey, and Marie Wilkinson

**In Attendance:** Chris Pilkington (Clerk to the Council) and Cllrs Diane Graham and Paul Vernon.

In the absence of the Chairman of the Committee, Cllr Stuart Thornton, Cllr Bowers chaired the meeting.

#### **46.19 APOLOGIES**

Apologies and a reason for absence were received from Councillor Bev Thornley.

**RESOLVED:** That this be noted and the reason for absence of Councillor Thornley be approved.

#### **47.19 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

**(a) TO RECEIVE DISCLOSURES BY MEMBERS OF ANY DISCLOSABLE PECUNIARY INTERESTS FOR THE PURPOSES OF SECTION 31 OF THE LOCALISM ACT 2011 AND ANY OTHER RELEVANT INTERESTS UNDER THE MEMBERS CODE OF CONDUCT**

There were no interests declared.

**(b) TO RECEIVE AND DECIDE UPON REQUESTS FOR DISPENSATIONS TO COUNCILLORS TO TAKE PART IN DISCUSSIONS AND VOTES WHERE THEY HAVE DECLARED DISCLOSABLE PECUNIARY INTERESTS**

There were no requests for dispensations.

#### **48.19 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That further to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the discussion of agenda items 5, 6, 7 and 8 by virtue of the confidential nature of the business to be transacted.

#### **49.19 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on Tuesday 9<sup>th</sup> July 2019 be confirmed as an accurate record and signed by the Chairman of the meeting.

**50.19 REVIEW OF STAFFING STRUCTURE**

The Clerk presented three quotes for the work required and a discussion took place.

**RESOLVED:** That the Clerk and Cllr Wilkinson liaise together to review what part of the work could be done in house and which required external support.

**51.19 DEVELOPMENT OF MANAGEMENT PLAN**

The Clerk spoke to the draft management plan he had produced.

**RESOLVED:** That the plan be accepted.

**52.19 STAFF ABSENCES**

The Clerk updated the Committee on staff absence levels.

**RESOLVED:** That this be noted and the Clerk take any management actions he considered necessary.

**53.19 STAFF APPRAISALS**

The Clerk reported that these were underway.

**RESOLVED:** That this be noted, the Clerk liaise with Cllr Wilkinson to update the appraisal form, and an update be provided to the next meeting of the Committee.

**54.19 ITEMS FOR THE AGENDA OF THE NEXT MEETING**

**RESOLVED:** That the new model grievance and disciplinary policies produced by the National Association of Local Councils be discussed at the next meeting of the Committee.

**55.19 DATE AND VENUE OF NEXT MEETING**

**RESOLVED:** That the date of the next meeting Staffing Committee be determined by the Council at a later date.

Chris Pilkington

Clerk to Anston Parish Council

5<sup>th</sup> September 2019