

ANSTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON TUESDAY 16th NOVEMBER 2021

Present: Councillors Colin Tawn (Chairman), Diane Graham, Matt Mears, Drew Tarmey and Marie Wilkinson.

In Attendance: Chris Pilkington (Clerk)

51.21 APOLOGIES

Apologies for absence and reasons for absence were presented from Cllrs Philip Bowers, Clive Jepson and Philip Matthews.

RESOLVED: That the reasons for absence of Cllrs Bowers, Jepson and Matthews be accepted.

52.21 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.

53.21 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, 8, 9, 10 and 11 by virtue of the confidential nature of the business to be transacted.

54.21 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on Tuesday 14th September 2021 be confirmed as an accurate record and signed by the Chairman of the meeting.

55.21 WORKING ARRANGEMENTS DURING THE COVID-19 EPIDEMIC

The Clerk provided members with an update regarding current working arrangements. Staff absences caused by Covid-19 were noted.

RESOLVED: That the update be noted.

56.21 STAFF ABSENCES

The Clerk updated members on any staff absences since the last meeting of the Committee.

RESOLVED: That the update be noted.

57.21 STAFF TRAINING

The Clerk updated members on any staff training carried out since the last meeting of the Committee. He had attended the annual conference of the Society of Local Council Clerks and gained CPD points as a result.

RESOLVED: That the update be noted.

58.21 STAFF APPRAISALS

The Clerk updated members on staff appraisals. Information was still to be obtained from Rotherham Council.

RESOLVED: That the update be noted.

59.21 REVIEW OF EMPLOYMENT POLICIES & PROCEDURES

The Clerk reported that a quote for a review had been obtained and others were to be sourced.

RESOLVED: That this be noted and an update provided to the next meeting of the Committee.

60.21 RECRUITMENT PROCESS FOR ADMIN OFFICER

The Clerk reported that the process had yet to start. It was confirmed that the post would be advertised on a part-time basis.

RESOLVED: That this be noted and the recruitment process commenced.

61.21 MILEAGE & HOMEWORKING POLICIES

The Clerk had obtained one example of a travel and subsistence policy and would be obtaining other examples for consideration.

RESOLVED: That this be noted and an update presented to the next meeting of the Council.

62.21 ITEMS FOR THE AGENDA OF THE NEXT MEETING

RESOLVED: That the matter of timesheets be discussed at the next meeting of the Committee.

63.21 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the next meeting of the Staffing Committee take place on Tuesday 11th January 2022 at 7pm at the Parish Hall, 15a Ryton Road, North Anston

Chris Pilkington PSLCC

Clerk to Anston Parish Council

6th January 2022

DRAFT