

## ANSTON PARISH COUNCIL

### MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE PARISH HALL, 15a RYTON ROAD, NORTH ANSTON ON TUESDAY 26<sup>th</sup> FEBRUARY 2019

**Present:** Councillors Stuart Thornton (Chairman of the Staffing Committee), Ben Bentley, Philip Bowers, Diane Graham, Clive Jepson, Philip Matthews, Glyn Prendergast, Colin Tawn, and Paul Vernon.

**In Attendance:** Chris Pilkington (Clerk to the Council).

#### **13.19 APOLOGIES**

Apologies and reasons for absence were received from Councillors John Ireland, Drew Tarmey and Bev Thornley.

**RESOLVED:** That this be noted and the reasons of absence of Councillors Ireland, Tarmey and Thornley be approved.

#### **14.19 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.

#### **15.19 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, 8 and 9 by virtue of the confidential nature of the business to be transacted.

#### **16.19 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on Tuesday 29<sup>th</sup> January 2019 be confirmed as an accurate record and signed by the Chairman of the Committee.

**17.19 PROBATIONARY PERIOD OF THE CLERK**

**RESOLVED:** That the satisfactory completion of the Clerk's probationary period be noted, and he be thanked for his work to date.

**18.19 CARETAKER/PRINCIPAL KEYHOLDER POSITION**

The Clerk reported that Mrs Needham and Mr Thompson had accepted the position of caretaker/principal keyholder on a job share basis and were now carrying out the duties of the role. Further to this the external contractor who had been carrying out the duties previously had been informed by letter that his services were no longer required and his work on behalf of the Council had come to an end.

Concerns about possible harassment of staff were aired and the Clerk was asked to log any such incidents and report them to the Chairman of the Council and the Chairman of the Staffing Committee.

**RESOLVED:** That this be noted.

**19.19 REVIEW OF STAFF CONTRACTS OF EMPLOYMENT AND JOB DESCRIPTIONS**

The Clerk reported that he had still to review the job descriptions of staff and that those of Mrs Needham and Mr Thompson would need updating to reflect their additional caretaker/principal keyholder duties.

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

**20.19 DEVELOPMENT OF MANAGEMENT PLAN**

The Chairman stated that he had asked for this item to be put on the agenda of the meeting so that the Council understood what work was required on each site by members of staff. The Clerk was asked to talk to staff and what work was carried out on each site and report back to the Council.

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

**21.19 ADMINISTRATIVE SUPPORT**

The Chairman reported that he had asked for this item to be put on the agenda and a discussion took place about the administrative support needs of the office.

**RESOLVED:** That the need for admin support in the office be noted and the Clerk bring a proposal for meeting the need to the next meeting of the Committee.

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

No additional items were suggested for the next meeting of the Committee.

**23.19 DATE AND VENUE OF NEXT MEETING**

**RESOLVED:** That the Staffing Committee next meet on a date in April.

Chris Pilkington

Clerk to Anston Parish Council

7<sup>th</sup> June 2019