



WINTERBOURNE PARISH COUNCIL

STAFFING COMMITTEE

7th October 2024

D Marriott (in the Chair)

J Amos	(P)	P Kembery	(P)
D Eldridge	(P)	D Marriott	(P)
S Hancock	(P)		

45.10/24 - Evacuation procedure – Leave via the fire door and assemble outside in the play area – Noted

46.10/24 – Election of a Chair

Cllr Amos proposed Cllr Marriott

Cllr Kember seconded Cllr Marriott

All members agreed for Cllr Marriott to remain Chair

47.10/24 – Election of a Vice Chair

Cllr Amos proposed Cllr Hancock

Cllr Kember seconded Cllr Hancock

All members agreed for Cllr Hancock to remain Vice Chair

48.10/24 - Apologies for absence

None

49.10/24 - Declaration of Interest Under the Localism Act 2011

None

50.10/24 – To agree the revised minutes of the meeting held on 13th May 2024

Resolved to approve the minutes of the meeting held on 13th May 2024

51.10/24 – To resolve that the following agenda items will be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed.

No members of the public were present

52.10/24 – To discuss Staff Appraisals

Cllr Marriott advised that all staff appraisals had been completed. Councillors are welcome to view the appraisal documents and should contact the Clerk if they wish to do so.

53.10/24 – To consider the Assistant Clerk working an additional day

Clerk advised that the workload has increased significantly and recommended the Assistant Clerk works an extra day (6 hours).

Resolved: All members in agreement of the proposal and to recommend to Full Council

54.10/24 – To consider revised pension contributions

Clerk suggested the Parish Council's pension contribution could be aligned with South Gloucestershire Council's pension contribution. Cllr Hancock proposed to increase to 6% contribution, Cllr Kembery seconded the proposal. All members voted to agree.

Resolved: All members in agreement of the proposal of 6% and to recommend to Full Council

55.10/24 – To consider changes to caretaker contract: to include a weekend clean

Clerk advised that a weekend clean is necessary as there are lots more weekend bookings and, currently, the building is cleaned on a Friday morning and then not again until Monday morning. Clerk suggested the caretaker comes in for one hour when they open the park – to be dependent on room bookings and necessity.

Resolved: All members in agreement of the proposal and to recommend to Full Council

56.10/24 – To consider employing someone to litter pick Frenchay Park and Car Park.

Currently we have a member of staff who litter picks Hambrook Common and The Recreation Ground but no one at Frenchay Parklands. Clerk proposed employing a member of staff to cover Frenchay Parklands.

Resolved: All members in agreement of the proposal and to recommend to Full Council

57.10/24 – To note any other items to be reported.

None

Meeting concluded 6.38pm