



Winterbourne

PARISH COUNCIL

WINTERBOURNE PARISH COUNCIL

STAFFING COMMITTEE

8 January 2024

D Marriott (in the Chair)

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

P Kembery (P)
D Marriott (A)

10.12/23 - Evacuation procedure – Leave via the fire door and assemble outside in the play area – Noted

11.12/23 - Apologies for absence – Cllr Marriott.

12.12/23 - Declaration of Interest Under the Localism Act 2011: None.

13.12/23 – To agree the minutes of the meeting held on 13 November 2023

Resolved to amend the minutes to add in a line stating 'Following discussion in the meeting it was confirmed there is no legal obligation for the post to be advertised' The amended minutes will be signed at the next meeting.

14.12/23 – 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.

Resolved.

15.12/23 – To agree the job advert for the recruitment of an Assistant Clerk

The proposed advert was circulated to members prior to the meeting.

Resolved to agree the advert with a minor change and for it to be published as soon as possible.

16.12/23 – To agree the job description for the Assistant Clerk

The proposed job description was circulated to members prior to the meeting.

Resolved to agree the job description with a slight amendment.

17.12/23 – To agree the remuneration for the Assistant Clerk

Resolved to agree the pay would be placed between SCP14 – SCP18 on the NALC scale, dependant on experience and qualifications.

18.12/23 – To agree amended hours for the office cleaning operative.

A request has been received from the cleaning operative to change their hours from 15 and a half hours a week to 13 hours per week.

Resolved to agree and to request the caretaker to clean one day a week to make up the shortfall in hours.

19.12/23 – To note any other items to be reported.
None.

Meeting concluded 6.35pm