



Stainland and District Parish Council 9th Staffing Committee Minutes – Draft LF

26th March 2021 3.00pm

Councillors Present (By Remote Viewing) Councillor Weeks, Chaired the meeting.
In attendance were Councillors Liddell, Fieldhouse and Lassey.

Cllr Fieldhouse

Took the minutes

	Item
21S9.1	Resolved to vote in a new Chairman of the Staffing Committee until May 2021. Cllr Weeks was voted in as Chair (All present in favour)
21S9.2	Resolved to note there were no apologies and reasons for absence and lateness All members of the committee were present. (All SDPC councillors were invited to attend the meeting)
21S9.3	Resolved to note there were no Parish Councillors' declarations of interest.
21S9.4	Public Participation Session. An opportunity for members of the public to address the Parish Council on any issues. No members of the public attended the meeting
21S9.5	Resolved to accept the minutes of the 5th Finance & Staffing Committee meeting of Stainland and District Parish Council held on Wednesday 11 th March 2020 a) for the Chair to sign & date the previous minutes. The 5th meeting was not quorate and was closed without discussion of any items. Since none of the current committee were in attendance at that meeting it was felt inappropriate to sign the minutes. Referred
	Matters for Discussion by the Council only.
21S9.6	Resolved to agree to review the Environmental Warden's training, induction and 3-month appraisal. Cllr Weeks and Fieldhouse are managing the Env. Warden's induction programme which is virtually complete, some training courses are still to be organised. Cllr Weeks has conducted an informal three-month performance review and put a file note on the warden's personal file. A formal review will be done when Covid restrictions allow and a suitable venue can be arranged.

	<p>Cllr Weeks is drawing up an annual programme of work detailing a regular monthly task list. This will enable the warden to plan his own daily schedule of work. A monthly meeting will review progress, achievement and agree/confirm the next month's plan.</p>
21S9.7	<p>Resolved to agree the interim arrangements for the role of clerk and RFO Referred</p> <p>Resolved to delegate tasks as proposed and circulated by Cllr Liddell as follows Required Website updates – JKE at no additional cost. Clerk's in box and correspondence – TW and GL Agendas and minutes – Chair of committee AGAR and finances –Chair of Policy & Finance Committee MJ Managing Clerks departure - TW and LF to obtain - a list of tasks carried out by the Clerk, Passwords, handover of equipment and keys, CMBC contacts etc.</p> <p>Resolved that LF would Obtain details and costs for employing a locum clerk for consideration at the next meeting. Make enquires for someone to do payroll as a contingency. Seek the assistance of a suitable mentor for the new Clerk. Obtain dates for training new clerks training courses with YLCA</p> <p>Resolved to make a recommendation to next full council for the purchase of a professional Zoom licence</p>
21S9.8	<p>Resolved to review applications and short list candidates for interviews.</p> <p>Resolved to invite the candidates to interview To comply with ToR the candidates will be asked to deliver a 10 min presentation to all members of the council on the topic of “What does a good Parish Council do/ look like?” Presentations and interviews will be held on two separate days using Zoom account.</p>
21S9.9	<p>Resolved to agree & finalise the arrangements for the staff interviews.</p> <p>The Parish Council is required to nominate three (no specific number required) Councillors to serve on an interview panel for candidates putting themselves forward for this position.</p> <p>Resolved TW and LF to conduct interviews using the existing interview questions and that the Clerk be asked to contact each candidate with necessary details as soon as dates are set</p> <p>Resolved that the appointment of the Clerk be considered at the next full council meeting.</p>
21S9.10	<p>Resolved to agree agenda items for the next meeting Updates on all the above</p>
21S9.11	<p>Date of Next Meeting.</p> <p>Provisional meeting Friday 9th April 3pm</p>