

Summary of Staffing Committee Meeting held on 12th October 2023

3 members of the Committee were present, plus the Clerk. No members of the public attended the meeting.

The main area of discussion was the current pressure on the Clerks time. You will have heard today that the Clerk is working well over her contracted 100 hours/month. As a Committee, we have a responsibility to the Clerk and her health and wellbeing at work.

We concentrated on the current priorities (in no particular order):

- Budget 24/25
- Remembrance Parade
- Meetings – the running of and minute taking
- General Admin – emails increase and FOI's
- Projects

In light of the high number of emails currently being received by the Clerk. It was agreed that the Clerk should use her out of office to manage public expectations, in terms of responding to emails. It was also agreed use specific days for tasks such as finance. The Clerk has also added a note onto her signature, to explain her flexible working hours.

It was agreed that other areas, were postponed until the next Staffing Meeting in early 2024 – such as Risk Assessments; Policies; Quality Council Status; Locum Clerk Services & Business Continuity Measures.

It was agreed by the Staffing Committee that the full council should consider the clerk attending the SLCC Annual Conference. This would bring the Clerk and the parish a lot of benefits, in terms of training, new knowledge and networking.

The Clerks Contract and Job Description were amended and agreed.
The Clerks position and salary has been appraised and agreed.