



# Stanway

## Parish Council

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### Minutes of the Staffing Committee held on Tuesday 18<sup>th</sup> June at 6pm in the Committee Room, Victory Hall

**Present:** Cllrs: Spademan (voted in as Chair), Baines, Bloomfield, Norton & the Clerk

1. **APPOINTED** Cllr Spademan unanimously as Chair and Cllr Baines as Deputy Chair of this committee
2. **Chair welcomed** those present and apologies were received and accepted for Cllr Cotter
3. **Declaration of Interests – NONE declared**
4. **APPROVED &** signed the Minutes of the Staffing Committee Meeting **27<sup>th</sup> February 2024**
5. **Exclusion of Public & Press – RESOLVED**, in accordance with with The Public Bodies (Admissions to Meetings) Act 1960 to exclude the Public, including the Press, from this meeting due to the confidential nature of the business to be transacted
6. **RECEIVED** a review of the current staffing situation from the Clerk's Report to deal with any matters arising from it, including:
  - a. **REVIEWED** the current staff structure and employee duties and **AGREED** no changes were necessary
  - b. **DECIDED** pay scale upgrade for the Maintenance Worker
  - c. **APPROVED** proposed revised job description for RFO
  - d. **AGREED** to proposed change of title to Groundsman for Maintenance worker as this more fully encapsulates his developing role. **AGREED** that monthly worksheet was no longer required
  - e. **Health and Safety Resource Package** – Refer agenda item 11
  - f. **DECIDED** future community events should have working parties to ensure fair distribution of responsibility, so no officer or member feels overwhelmed before or during the event
7. **NOTED** the financial report of expenditure to date and agreed expenditure is on track in accordance with budget set for 2024/5
8. **REVIEWED** staff training (CPD). Groundsman seminars/online courses with the GMA and LANTRA will be considered

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9. **DECIDED** to continue with Welfare Package offeree by Health Assured for a further year from June 2024 renewal @ cost of £ 535.00 per annum
10. **APPROVED** new yearly contract with RE Group Accountants for payroll services
11. **RECEIVED** update from the Clerk regarding the Health and Safety resources package which was agreed upon during February 2024 Staffing Committee meeting. As the proposed company do not appear to be trading any longer, it was **AGREED** that Health and Safety matters would continue to be managed in house
12. **AGREED** updated policies and contracts as listed below for **APPROVAL** at Full Council:-  
  
Grievance Policy  
Lone Working Policy  
Health and Safety Policy  
Equality, Diversity and Inclusion Policy  
Future Contracts of Employment
13. **Agenda Items for Committees / next Council Meeting –**
  - (i) Community Services to ensure working parties are set up for community events to ensure fair distribution of workload and responsibility before and during the events
  - (ii) Clerk to enquire if EALC will run an in house refresher course for councillors at Victory Hall
14. **AGREED** date of next meeting as November 4<sup>th</sup> at 6pm, Committee Room, Victory Hall, Stanway Community Centre

**The Chair thanked all for attending and closed the meeting at 18.53**