



Stanway

Parish Council

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23/04

Minutes of the Staffing Committee Meeting held on 27 February in the Committee Room, Victory Hall

Present: Cllrs Spademan (Chair), Baines, Bloomfield, Cotter and the Responsible Financial Officer

1. Cllr Spademan welcomed all present. Apologies for absence from Cllr Seabrook were recorded and **APPROVED**.
2. No declarations of interest were made.
3. The minutes of the previous meeting on 3 October 2024 were **APPROVED** and will be signed at the next meeting.
4. **RESOLVED**, in accordance with The Public Bodies (Admissions to Meetings) Act 1960, to exclude the public and press from the meeting due to the confidential nature of the business to be transacted.
5. **RECEIVED** a report from the Responsible Financial Officer regarding his job description and **AGREED** the RFO should propose a suitable job description, and draft corresponding changes to the Standing Orders and Financial Regulations.
6. **RESOLVED** the Responsible Financial Officer should study for AAT Level 2 Certificate in Accounting and **APPROVED** the cost of membership and training.
7. **RECEIVED** the Clerk's Report.
 - a) **REVIEWED** the current staff structure and employee duties and **AGREED** no changes were necessary.
 - b) **AGREED** to increase the Deputy Clerk's pay scale by one point in recognition of attaining the Certificate in Local Council Administration.
 - c) **REVIEWED** a request to change the Maintenance Worker's title and job description. Requested further information to support the request.
 - d) **APPROVED** a proposal to engage Vital Workplace Training at an annual cost of £500.
 - e) **REVIEWED** personnel matters. **RESOLVED** to settle a Penalty Charge Notice from North Essex Parking Partnership and deduct the cost from the driver's pay.
 - f) **NOTED** the update on annual staff performance appraisals.
8. **NOTED** the financial report of expenditure to date and agreed expenditure is on track in accordance with budget set for 2023–4.
9. **REVIEWED** the committee's terms of reference for 2024–25 and **AGREED** no changes.
10. **REVIEWED** the following:

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- a) Grievance Policy. Cllr Baines is to propose amendments to section 4, for review at the next meeting.
 - b) **ADOPTED** the proposed Disciplinary Policy.
 - c) **DEFERRED** to next meeting a decision concerning future contracts of employment.
11. At the next meeting **PROPOSED** a review at the detailed tasks listed in the Maintenance Worker's job description.
12. **AGREED** the date for the net meeting 18 June 2024 at 6pm, Committee Room, Victory Hall, Stanway.

The meeting closed at 8.30pm.