



Stainland and District Parish Council 25th Staffing Committee Meeting Draft MINUTES

Draft Minutes of the 25th Staffing Committee Meeting of the Stainland and District Parish Council held on Tuesday 7th February 2023 at 6.00pm for the purpose of transacting the following business.

Present at the meeting, Cllr Weeks (Chaired the Meeting), Cllr Fieldhouse, Cllr Lynass Brown,

	Item
23.S.25.1	Apologies and Reasons for Absence and Lateness Apologies received from Parish Clerk L. Scott White
23.S.25.2	To receive Parish Councillors declaration Resolved there were no Parish Councillors declaration of interests.
23.S.25.3	Public participation session Resolved that there were no members of the public present.
23.S.25.4	To accept minutes of the 14 th Staffing Committee of SDPC held on 26.01.23. Meeting of 26.01.23 was not quorate however notes were taken and signed and dated by the chair.
23.S.25.5	To discuss the staffing budget for 2023/24. Resolved that Budget to include Clerk salary, pension, tax & NI. Plus, training budget £500 and computer screen £300.
23.S.25.6	Clerk – annual review Review completed, unable to sign off due to clerk being unable to attend the meeting.
23.S.25.7	Allotment administration. Resolved to review how other Parish Councils manage allotment sites. Noted that upon transfer of the allotments to SDPC there would be a requirement to perform the following duties: Maintain tenants contact details, Issue Tenancy agreements and retain signed copies, maintain an allotment waiting list, allocate plots to tenants on waiting list, issue rent invoices and collect fees, issue warning notices to tenants where applicable and maintain the allotment page on the SDPC web site. Duties to be included in Clerks Job Description.

23.S.25.8	Review Induction pack for councillors in view of upcoming elections Resolved that the Induction pack is still valid.
23.S.25.9	To receive councillor training update. Resolved that due to the absence of the clerk update would be reviewed at next meeting. Item to be raised at YLCA discussion group forum.
23.S.25.10	Matters for full council. Resolved that Staffing budget be presented to full Council for approval. .
23.S.25.11	To agree agenda items for the next meeting Councillor training records
23.S.25.12	Resolved that date of next meeting will be 6 th June 2023 at 6pm.

Meeting Finished 18.55 hours