

Minutes

Staffing Committee

25th January 2021 at 7pm via zoom

Present:

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✓
✓
✓

Cllr. Mrs C Merricks
Cllr. Mrs J Stanford
Cllr. S Tollett
Cllr. P Turner

✓
✓
✓

Cllr. Mrs E Bradley
Miss C Dyer (Clerk) in attendance
Mrs J Cannings (Deputy Clerk)
Cllr. Mrs S Lyward (Chairman)

- 1. Questions or comments.**
- 2. No apologies were given.**
- 3. Disclosures of interest.** There were none.
- 4. The approve the minutes of the meeting of 28th October 2020 and the amended minutes of 28th September 2020.** *The minutes were agreed as accurate.*
- 5. To agree mileage rates for staff.** *It was resolved to adopt the HMRC mileage rate for both staff from 1st April subject to adoption by full council of the staff expenses policy.*
- 6. Use of timesheets and holiday request forms.** *It was resolved to trial the use of timesheets for a 3 month period. Timesheets to be sent monthly to line manager in the first instance. It was resolved to introduce annual leave cards for both members of staff. Leave to be approved by line manager.*
- 7. Overtime requests.** *It was resolved that any requests to undertake overtime are sent to line manager for approval subject to relevant delegated authority.*
- 8. Clerk's Pension opt out form.** *This information was noted.*

Cllr Mrs Bradley left the meeting at 8pm.
- 9. Annual leave.** *It was resolved to approve the request for the specified untaken leave to be carried forward for use over the 21/22 and 22/23 annual leave years.*

The following items were taken under confidential business.

- 10. Deputy Clerk's salary.**

Clerk left the meeting for the following item.

- 11. Clerk's Employment Contract.**

12. **Consider any urgent matters.** *It was resolved to increase the frequency of the meetings to 3 times per year.*
13. **Date of next meeting.** To be agreed.

The meeting closed at 9:20pm. Signed:

Dated:

DRAFT