

# Icklesham Parish Council

## Putting Governance in your hands

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### Minutes

#### Staffing Committee

24<sup>th</sup> February 2020 at 6.45 pm

Court Hall, Winchelsea

Present:

<input checked="" type="checkbox"/>	Cllr. Mrs C Merricks
<input checked="" type="checkbox"/>	Cllr. Mrs J Stanford
<input type="checkbox"/>	Cllr. S Tollett
<input checked="" type="checkbox"/>	Cllr. P Turner

<input checked="" type="checkbox"/>	Cllr. Mrs E Bradley
<input checked="" type="checkbox"/>	Mrs A Evett (Clerk) in attendance
<input checked="" type="checkbox"/>	Mrs J Cannings (Deputy Clerk)
<input checked="" type="checkbox"/>	Cllr. Mrs S Lyward (Chairman)

Cllr Smedley was present as an observer and took no part in the meeting.

1. Questions or comments. There were no members of the public present.
2. Apologies for absence were received from Cllr Tollett.
3. Disclosures of interest. There were none.
4. The minutes of the meeting held on the 12<sup>th</sup> August 2019 were approved with amendments to show that Cllrs. Mrs Bradley, Lyward and Stanford were present and apologies were given by Cllr Tollett.
5. Training undertaken and training plan for 20/21. The Clerk presented a report (attached at the end of the minutes.) The plan for 2020/21 was agreed (see report at the end of the minutes.) The Clerk was asked to look into obtaining a projector and screen (Entertainment Workshop/E bay etc.) and report back to the committee. The Clerk was asked to look at training opportunities in Kent. Cllr Stanford raised an issue about Rother (RDC) pink planning slips not being posted and the Clerk was asked to speak to the RDC Director of Resources about this. Cllr Mrs Lyward advised that she would be attending a meeting about planning with RDC at Rye Harbour on Friday. The Clerk asked whether she was seeking permission to attend on behalf of the council and it was clarified that she was attending as a ward member and would not be representing the council. Cllr Mrs Lyward queried this as she and Cllr Stanford had recently attended an enforcement visit with a resident at Winchelsea Beach. She further queried a comment

made by Cllr Turner about a meeting he had attended and whether he had authority to do this; Cllr Turner confirmed that this was not a council matter but to do with the Icklesham Parish Community Land Trust. The role of councillors attending meetings as ward members was clarified including when it was appropriate to seek permission from the Council.

6. Website and councillor emails. The Clerk was asked to speak to RDC about the possibility that they could host the website and if it could incorporate councillor emails.
7. Committee structure in readiness for the Annual Meeting. The Clerk advised that some committees had too many members and stressed that this should not continue; numbers have been agreed in the various terms of reference and are there for a reason. The Clerk was asked to find out members' preferences for committee membership and if too many people prefer the same committee to decide membership on ward covering then time served (with a view to giving others a chance to sit.) The Clerk was asked to include the terms of reference with the March full council papers so that amendments could be made and that all members were aware of the roles of the committee and numbers required.
8. Workload, resources and storage of council documents. The Clerk advised that space was becoming an issue at home and additional storage facilities were required. The Clerk was asked to contact the Winchelsea Beach Community Association to see if space was available at the Community Hall and Cllr Mrs Lyward will make enquiries with Rastrum. The officers advised that workload was under control but there is a busy period ahead with allotment rents due, audit and annual return etc. The Clerk hasn't found time to write a newsletter and it was agreed that a short bimonthly newsletter would be produced using the articles produced for the parish publications. Also to look at submitting this to the Observer (Village Voice) and Rye News.

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The Clerk asked for feedback on how the work was progressing. Cllrs Mrs Stanford and Lyward asked why both officers attend council meetings and that it was too expensive. They explained that the officers pay was very expensive and asked how much they are paid in relation to other council officers. They said that the pension was very expensive and there was a discussion about their pension and pay levels. The officers explained that they do not both attend all meetings other than full council and that it was an efficient use of their resources and ensured that they met at least bimonthly (they are lone homeworkers.) Cllr Lyward said that members of the public had spoken to her about both officers attending meetings and their pay and pensions. The officers queried this as pay and pension contributions are confidential and should never be discussed publicly. The Clerk pointed out that pay scales were set nationally and the pension was in the job advert and contracts. There was a discussion about pay and attendance at meetings. Cllr Mrs Bradley and Merricks expressed a view that both officers attending full council (every other month) was beneficial to the Council and for their job satisfaction. Members thanked the officers for their commitment and hard work.

9. Updates: officer appraisals have been undertaken and Cllrs Turner and Davis were thanked for their hard work in emptying the donation boxes. In terms of the Local Council Award Scheme it was agreed that Council would work towards approval at the Annual Meeting if a three year budget and other matters can be resolved.
10. Urgent matters. Cllr Turner mentioned the Rye road closures and the Clerk mentioned the possibility of a public flooding meeting on the 28<sup>th</sup> March 2020.
11. Date of next meeting to be confirmed at the Annual Meeting.

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The meeting closed at 8.05 pm. Signed:

Dated:

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### **Item 5**

#### **Training undertaken this year**

Three councillors and the Clerk attended the Planning Training led by SSALC.

Code of conduct training attended by both officers (one with RDC and one with SLLC.)

Parish Online training undertaken by the Chairman and Clerk, led by SSALC.

Crowdfunding training and networking attended by the Deputy Clerk (RVA.)

SLCC general update training and meeting attended by the Clerk.

RVA working with volunteers attended.

#### **Training scheduled by the end of the year**

Planning committee training using the materials presented at the SSALC training event, to be led by Peter, and for those who missed the event.

Parish Online web training – Deputy Clerk.

Website training for the Deputy Clerk led by the Clerk.

Accounts and Allotments software training for the Clerk, led by the Deputy Clerk.

Urgent new councillor training needed for Peter and Lizzie.

#### **Training and Development Plan for 20/21**

Planning committee training

Councillor briefing and chairman event

Clerks network and technical training - officers

Attendance at SLCC events – officers

Agree any other training

Website accessibility training – officers

Parish online.