



Winterbourne

PARISH COUNCIL

STAFFING COMMITTEE

13 November 2023

D Marriott (in the Chair)

J Amos	(A)	P Kembery	(P)
D Eldridge	(P)	D Marriott	(P)
S Hancock	(P)		

01.11/23 - Election of Chair

Cllr Kembery proposed Cllr Marriott. Cllr Eldridge seconded.
Cllr Marriott was duly elected Chair of the Staffing Committee.

02.11/23 – Election of Vice Chair

Cllr Eldridge proposed S Hancock. Cllr Kembery seconded.
Cllr Hancock was duly elected as Vice Chair of the Staffing Committee.

03.11/23 - Evacuation procedure – Leave via the fire door and assemble outside in the play area – Noted

04.11/23 - Apologies for absence – Cllr Amos.

05.11/23 - Declaration of Interest Under the Localism Act 2011: None.

06.11/23 – To agree the process for the new recruitment of a Clerk/Responsible Financial Officer.

Resolved to offer the position to the current Assistant Clerk. Clerk will issue a letter to formally offer the position. Following discussion in the meeting it was confirmed that there is no legal obligation for the post to be advertised.

07.11/23 – To agree the remuneration for the new Clerk/RFO

Resolved that a point on the NALC payment scales was agreed.

08.11/23 – To note the revised pay scales from NALC which take effect from April 2023.

Resolved that these were noted. Back pay due from April will be paid in the November wages.

09.11/23 – To note any other items to be reported

It was noted that recruitment will be needed for a new Clerk's Assistant. A further meeting will be held to discuss this.

Meeting concluded 2.50pm