

CREECH ST MICHAEL PARISH COUNCIL

Approved Minutes for the Staffing Committee Meeting of Creech St Michael Parish Council [CSMPC] held at Creech St Michael Village Hall on Wednesday 12th October 2022 at 7:00pm

Councillor Attendance

Cllr. Annabelle Peters	AP	Present	Cllr. Paul Tucker	PT	Present
Cllr. Neil Davidson – Chair	ND	Present	Margaret Gover (Community Representative)	MG	Present

Also Present: Andrew Williams, CSM Parish Clerk and Responsible Financial Officer.

Meeting started at 7:05pm

1.0	Chair's welcome
	ND welcomed all Councillors and the Community Representative to the meeting.
2.0	Public Question time - Questions asked by the Public and Press will be noted.
	None
3.0	To receive any apologies for absence
	None
4.0	Declarations of Interests
	4.1 Declarations of Individual Members
	None
	4.2 Dispensation Request
	None
5.0	Minutes
	5.1 Minutes - to review and approve the Minutes of the meeting held on 8th of March 2022. [M]
	<p>All present confirmed that they had received the minutes of the meeting held on 8th March 2022.</p> <ul style="list-style-type: none"> • ND confirmed that the actions relating to the recruitment to the Clerk and RFO role had been successfully completed. • The action relating to the recruitment of a Lengthsmen did not proceed. • ND confirmed that an attempt to bring in support to oversee the administration of parish council policies was unsuccessful (see agenda item 6.0). • ND had prepared a spreadsheet to record employment documentation. Action: ND to share the document with the Clerk and RFO. • The findings from the internal audit need to be addressed (see agenda item 6.0). • A template for training was discussed and is an agenda item (item 11.0) <p>Members agreed the minutes of the 8th of March 2022. The Chair signed a copy of the minutes for the records.</p>

	Prop: ND	Sec: AP	In Favour: 3	Against: 0	Abstain: 1
	Items for Decision				
6.0	Policies & Procedures – approve the schedule of policies and procedures to be developed and the timetable for policy development. [M]				
	<p>The Clerk and RFO had prepared a schedule of policies and procedures that were required to be produced and approved. The list was based on advice from NALC and best sector practice.</p> <p>The Clerk and RFO confirmed that many of the policies could be prepared using NALC templates.</p> <p>Action: Clerk and RFO to prepare policies based on the schedule and to circulate these via email once they are in draft form.</p>				
	Prop: ND	Sec: PT	In Favour: 4	Against: 0	Abstain: 0
7.0	Pension Arrangements for Creech St Michael Parish Council Employees [M]				
	<p>The Clerk and RFO had prepared a paper for consideration by the Committee. ND reminded the Committee that the contractual agreement with the Clerk and RFO for a pension contribution was set at 3%. It was also agreed that this would be backdated.</p> <p>MG asked that further investigation be undertaken into the costs and administration of the various schemes. It was proposed that the Clerk and RFO should contact West Monkton Parish Council to seek advice from them on their approach to the provision of pensions.</p> <p>Action: Clerk and RFO to seek advice from a Independent Financial Advisor on his preferred arrangement and to contact West Monkton Parish Council to understand their approach.</p>				
	Prop: ND	Sec: PT	In Favour: 4	Against: 0	Abstain: 0
8.0	Key Holder Statement and Record [M]				
	<p>The Clerk and RFO had prepared an online form to capture the details of keyholders and to ensure that the keyholder was aware of their responsibilities.</p> <p>ND and AP welcomed the proposal and stressed the importance of getting hold of this issue as a matter of urgency.</p> <p>Action: Clerk and RFO to circulate the online form and compile the key holder log.</p>				
	Prop: ND	Sec: AP	In Favour: 4	Against: 0	Abstain: 0
9.0	Temporary Increase in Clerk and RFO's Hours [M]				
	<p>It was proposed that the Clerk and RFO's working hours be increased from 20 per week to 25 per week for the period up until the 31st December 2022, to allow for the additional work on the budget setting process to be completed.</p>				
	Prop: ND	Sec: PT	In Favour: 4	Against: 0	Abstain: 0
10.0	Confirmation of Completion of Clerks Probationary Period [M]				
	<p>ND confirmed that he had contacted all councillors and requested feedback from them on the Clerk and RFO's performance in the role. ND had received responses from the majority of councillors and all were positive and in favour of confirming the Clerk and RFO's probationary period.</p> <p>Action: ND to write to the Clerk and RFO to confirm the successful completion of the probationary period.</p>				

	Prop: ND	Sec: MG	In Favour: 4	Against: 0	Abstain: 0
11.0	Parish Councillor Training – to Approve the Training Requirements for Councillors and Council Employees. [M]				
	<p>ND had prepared a spreadsheet to record all councillor, employee and volunteer training. The record identifies training that is required and advised and that which should be aspired to.</p> <p>It was proposed that a separate sheet should be prepared to identify the training needs per role, rather than on individuals.</p> <p>Action: clerk and RFO to update the spreadsheet and prepare an additional sheet for training by role.</p>				
	Prop: ND	Sec: MG	In Favour: 4	Against: 0	Abstain: 0
	Items for Discussion				
12.0	Vacant Assistant Clerk Role				
	<p>It was agreed that at the current time, there was no need to recruit to an Assistant Clerk role. But that it should be reviewed on a regular basis.</p> <p>The Clerk and RFO was reminded that he should ensure he is working within his contracted hours and should share any tasks with councillors.</p>				
13.0	Parish Lengthsmen Role				
	<p>The potential for a role that provided general maintenance support to the Parish Council was discussed. It was agreed that there was a need for a role to undertake routine maintenance.</p> <p>Action: Clerk and RFO to research the role and produce a draft job description based on a part time role of 8 hours per week. This proposal would be taken to the next full Council meeting.</p>				
14.0	Parish Volunteer Workers				
	<p>The newly created volunteer role of footpath clearing would commence soon. The volunteer's primary role was to support the clearance of footpaths and rights of way.</p>				
	Other Matters				
15.0	Correspondence - to consider any correspondence received that Councillors wish to raise that has already been circulated.				
	None.				
16.0	New Matters to be Carried Forward				
	None.				
17.0	Council to Decide if to Exclude Members of the Public and Press for the Following Item(s) [M]				
	Prop: ND	Sec: AP	In Favour: 4	Against: 0	Abstain: 0
18.0	Parish Caretaker				
	<p>It was agreed that it was necessary, in consultation with the postholder, to review and update the caretakers job description and contract to ensure that it is fit for purpose.</p> <p>Action: ND and Clerk and RFO to meet to review the job description.</p>				

The meeting ended at 9.46

[V] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07866771627, Email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

Monday 07 November 2022	at 7pm in the CSM Village Hall
Monday 05 December 2022	at 7pm in the CSM Village Hall
Monday 09 January 2023	at 7pm in the CSM Village Hall