

## ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held on Monday the 29<sup>th</sup> August 2023 at the ClayTAWC Centre, Fore Street, St Dennis.

**Present:** Cllr Burnett, Cllr Kelsey, Cllr Edmunds.

**In Attendance:** Lynn Clarke, Parish Clerk.

### **S11/23 Election of Chair**

Cllr Burnett was proposed and seconded, as Chair. There being no further nominations a vote was held. All present in favour. Cllr Burnett was duly elected as Chair of the Staffing and GDPR Committee.

### **S12/23 Apologies**

Cllr Taylor. Apologies accepted.

### **S13/23 Election of Vice Chair**

Cllr Edmunds was nominated and seconded as Vice Chair. There being no further nominations a vote was held. All present in favour. Cllr Edmunds was duly elected Vice Chair of the Staffing and GDPR Committee

### **S14/23 Declarations of Interest**

None Declared.

#### *Standing Order 1c*

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'*

### **S15/23 To adopt the minutes of the Staffing Committee Meeting held on 3<sup>rd</sup> April 2023.**

It was **Resolved** to accept the minutes with the following amendment's: Change Chairman to Chair at the end of the minutes in the signature section and to change the time to 8.08 pm instead of 20.08 pm. All present in favour.

### **S16/23 To review the probation period of the Senior Office Administrator.**

The Clerk presented a written report on the Senior Administrators progress to date. This was reviewed and discussed by those present. The Clerk advised that objectives set have been started and progress has been acceptable. The standard of work has been consistent, and Tracey is developing a greater understanding of the role but would benefit from either SLCC ILCA Training or the Working with Your Council training provided by CALC.

It was **Resolved** to formally end the probation period and to extend the deadline for the objectives set in April and to enrol in training identified to further professional development as soon as is practical. All present in favour.

### **S17/23 To review staff training costs for weed spraying and abrasive wheels.**

The Clerk advised that weed spraying training was required and that due to the staff are being asked to carry out additional work it would be advisable to provide appropriate training for the use of additional equipment.

It was **Resolved** to approve a budget of up to £550 for the weed spraying to allow for booking with either provider, in addition to allow a budget of £80 + VAT for suitable power tool training. Use of Parish Council card approved if required. All present in favour.

**S18/23 To approve the costs of tools and equipment for maintenance staff.**

It was **Resolved** to allow a budget of up to £700 for the purchase of a drill, grinder, interchangeable batteries, fuel filler can and a litter picking trolley. Extended warranty costs to be investigated and agreed via email. The use of the Parish Council card was approved for the purchase. All present in favour.

**S19/23 To agree a date for the Clerk's appraisal.**

It was **Resolved** for Cllr Burnett & Cllr Edmunds to hold the appraisal on Friday 1<sup>st</sup> September time and location to be agreed via email. All present in favour.

**S20/23 To review the Clerk's contract of employment.**

It was **Resolved** to approve the Clerks with the typos and amendments identified addressed. All present in favour.

There being no other business the Chairman closed the meeting at 08.45 pm.

Signed.....Date.....

Chairman of the Staffing and GDPR Committee Meeting