

Minutes of **THE STAFF COMMITTEE** held at **The Old Station**, Station Road,
Groombridge on **MONDAY 4th JULY 2022** at 7pm

PRESENT Cllrs Nick Anderson, Andrew Fane (Chair), Robert Gordon-James, Linsey Winter.

In attendance: Deborah Siddle - Clerk (minutes)

Members of the public are encouraged to attend meetings and there is a 10-minute opportunity for members of the public to address meeting.
There were no members of the public present.

1. APOLOGIES: Diana Kelly – family commitment

2. DECLARATIONS OF INTEREST – None

3. TO CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS 4-6 PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS

002306 **RESOLVED** to exclude press and public.

4. MINUTES and MATTERS ARISING

002307 **RESOLVED** that the minutes of the meeting held on 25th April 2022 were approved.

Completed Actions

Minute no.	Who	Item
Pg. 2473	Planning Committee	Reviewed its Terms of Reference/remit with a view to reducing the Assistant Clerk's workload
Pg. 2473	F&A Chair	All vacancies on Finance Cttee now filled
Pg. 2473	F&A Committee	Finance Cttee reviewed its name and parts of its Terms of Reference (crossover with Staff Committee)
Pg. 2474	Clerk	Targets provided to Community Warden, for review in October
002251	Clerk	Training policy recommended to Council
Pg. 2474	Clerk	Disciplinary Procedure recommended to Council
002252	Clerk	Grievance policy recommended to Council
Pg. 2475	Clerk	Improved systems for absence monitoring put in place

Actions from this meeting still to be completed

Minute no.	Who	Item
Pg. 2473	Clerk	Review achievements against Parish Plan

Pg. 2474	Assistant Clerk/ Highways Coordinator	Recommend to Council to hold an annual forum to allow the public to feed in highways related concerns in a solution-based way
Pg. 2474	Staff/ Cllr Winter	Update guidelines on councillor's involvement in WPC projects

5. COUNCILLOR CONDUCT

The Committee considered an issue which is affecting the Clerks' roles and workloads and agreed next steps. Confidential file note made.

6. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Someone had expressed a possible interest in the previously advertised Parish Maintenance Person vacancy. Staff Committee AGREED that should there be further interest it should initially be on a 6 month contract.

7. TO INVITE THE PUBLIC TO RETURN TO THE MEETING IF THEY WERE EXCLUDED FOR THE PREVIOUS ITEMS

002308 **RESOLVED** to invite press and public to return.

11. DATE OF NEXT MEETING – to be agreed as required.

The meeting closed at 8pm