

Minutes of **THE STAFF & ADMINISTRATION COMMITTEE** held at **The Old Station**, Station Road, Groombridge on **MONDAY 5th SEPTEMBER 2022** at 7pm

PRESENT Cllrs, Andrew Fane (Chair), Robert Gordon-James, Diana Kelly, Paul Watkins

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: – Cllr Nick Anderson – illness
Cllr Linsey Winter - illness

2. DECLARATIONS OF INTEREST – None

3. CONSIDER RENAMING COMMITTEE ‘STAFF & ADMINISTRATION COMMITTEE’

In order to avoid confusion of purpose, Finance Committee had agreed to no longer be known as Finance and Administration Committee, and had recommended that Staff Committee added ‘and Administration’ to their title instead.

002341 RESOLVED to rename the Committee Staff & Administration Committee.

4. TO CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS 5-11 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

002342 RESOLVED to exclude press and public.

5. MINUTES and MATTERS ARISING

002343 RESOLVED that the minutes of the meeting held on 4th July 2022 were approved.

Completed Actions

Minute no.	Who	Item

Actions from previous meetings 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

Actions from this meeting

Minute no.	Who	Item
Pg. 2563	Clerk/ Committee	Take forward actions relating to Councillor Conduct (in confidential file note)
002344	Clerk	Commission a review of Administrator/ Volunteer Facilitator role
002345	Clerk	Commission review of overtime

6. COUNCILLOR CONDUCT

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

7. ADMINISTRATOR/VOLUNTEER FACILITATOR – role/responsibilities

The Committee agreed that the role has evolved significantly, becoming multifaceted and taking on more responsibilities.

002344 **RESOLVED** to commission a review to consider the role and its appropriate level, utilising the Staff Committee budget.

8. OVERTIME REPORT

The Committee was concerned that overtime remains consistent.

002345 **RESOLVED** to commission a review (alongside the above one) to consider overtime and whether this can be reduced or if contractual hours should be extended.

9. ABSENCE REPORT

Noted.

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

- A pay increase had been agreed on email for the parish office Cleaner (noted)
- Notification of cost of living increases should be received in October

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

002346 **RESOLVED** to invite press and public to return.

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

None

13. DATE OF NEXT MEETING – 19th September at 7pm at the Parish Office.

The meeting closed at 8.10pm