

MINUTES OF DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

held on Thursday 6th May 2021 at 6pm

Present: Cllr J Anderson, A Crotch, A Taylor, N Quinsey (chair)

Clerked: Sarah Hunt

1. **Apologies and consideration of acceptance for absence.**
None.
2. **Members' declarations of interest and requests for dispensations.**
None.
3. The minutes from Staffing Committee held on Wednesday 6th May 2021 were AGREED as a true and correct record and will be signed by the chair in due course.
4. **To receive any questions or comments from members of the Public.**
None present.

The Chair considered that in accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature. Members and staff attending made a verbal declaration that no other persons were present who could hear, see, or record the proceedings.

5. **Staffing Matters.**

- 5.1 The meeting received the supplementary Staffing Report.
It was agreed that this was straightforward and comprehensive and it was ACCEPTED by the Committee. This will be held on file until such time as it may be necessary to refer to.
- 5.2 To consider appointing Temporary Staff to cover Clerk/RFO role and agree terms of appointment along with initial responsibilities.
It was RESOLVED to appoint Laura (Lolly) Dawson and Sarah Hunt in a job share to cover the Clerk role as an interim appointment. It is envisioned that Lolly will work 20 hours per week and Sarah 12 to make up the necessary 32 however flexibility may be necessary. Sarah Hunt to be designated sole Responsible Financial Officer alongside Clerk role. This to be reviewed 31st August. Contracted on the same Terms as the outgoing post holder – Miss L Dawson to produce necessary documentation. Mrs Hunt's current employment to be adjusted, Miss L Dawson to be appointed from 1st May. It was AGREED to pay for 50% of Miss Dawson's CiLCA training.
- 5.3 To consider delegated decisions from Extra-Ordinary Meeting held on Tuesday 4th June 2021. As 5.2
- 5.4 To consider outstanding staff holiday. These calculations to be reviewed and brought forward balance and annual entitlement to be brought back to staffing committee to consider any brought forward allowance.

The meeting closed at 7pm.