

**KIRKBURTON PARISH COUNCIL
STAFFING COMMITTEE**

**MINUTES OF THE MEETING ON 8 AUGUST 2019
AT BURTON VILLAGE HALL, Highburton**

Present: Cllr S Beresford in the Chair
Cllrs B Armer, R Barraclough, P Brook, R Burton and D Hardcastle..
Officer in attendance: Mrs A Royle

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| Resolved: To elect Cllr Beresford as Committee Chairman for the year 2019-20. | S1 | Election of Chairman |
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| There were no apologies received, as all members were present. | S2 | Apologies and Declarations of Interest |
| There were no declarations of interest. | | |
| No members of the public wished to address the Committee. | S3 | Public Participation |
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| Resolved: To hold the discussions in the private session, as they may divulge personal and confidential information. | S4 | Admission of the Public |
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| The Line Manager presented a verbal report updating members on the situation in the office and on meetings, he had held with the Clerk. He also reported on leaves of absence due to sickness. | S5 | Line Manager's Report |
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| Resolved: To note the Line Manager's Report. | | |
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| The Clerk made a verbal report and outlined the problems with which she is currently dealing. She informed members that the heavy workload was causing high stress levels and asked for the help of the Council. | S6 | Clerk's Report |
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| Resolved: To note the Clerk to the Council's Report. | | |
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| Members considered the issues with workload and examined the list of outstanding work. | S7 | Workload |
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| Resolved: To ask the website provider to provide a quote for updating the website to bring it into line with the new legal requirements, including for taking part in the SLCC training webinar if required. In addition, to delegate the Clerk to appoint the website provider to undertake the above task, after consultation with the Chairman. | | |
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| Resolved: To obtain quotes to have the documents shredded by an external contractor and to delegate the Clerk to make the appointment, in consultation with the Chairman. | | |
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| Recommendation: To request the Management & Finance Committee to consider increasing the Clerk's hours by 2 hours per week from 1 October 2019 to 31 January 2020. | | |
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| Resolved: That the Staffing Committee will review the situation at the end of this period. | | |
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| Resolved: The Clerk will liaise with the Chairman on the dates of the next meeting. | S8 | Meeting Dates |
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| The meeting then closed. | | |
| NB: The resolutions recorded above are Council decisions taken by the Committee under its delegated authority. | | |