

**Minutes of the STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL
Held on Monday 25th March 2024, at Mary's Church Hall, 6:30pm**



Councillors: Mr. J. Tull, Mrs. S. Nash and Mr. I. Stewart.
Lucy Jose, Clerk to the Council

24050 Chairman's Welcome

Noting that Cllr Webb was absent the Vice Chairman opened the meeting welcoming those present to the meeting and explained procedures for the meeting.

24051 To confirm the minutes of the meeting held on Thursday 12th October 2023

Councillors unanimously **RESOLVED** the minutes for the meeting held on 12th October 2023 be signed as constituting an accurate record of proceedings.

24052 To Receive Apologies

The meeting noted apologies from Cllr. Webb

24053 Declaration of Interests

None

24054 Public Participation Session, when members of the public may raise matters with Councillors

None

24055 To agree a process on how staff workload is managed, authorise any action and consider associated expenditure

Cllr Stewart explained that the Clerk had met with members of the committee to discuss workload and hours. Cllr. Stewart explained that the Clerk had worked many hours over their contracted hours in 2023/24 and the committee should look at ways of reducing the hours that the Clerk works to bring their hours more in line with the contracted hours at 100 hours per month. The Clerk confirmed that they had initiated sharing appropriate tasks with councillors where they can, including posting of agendas in the parish notice boards.

The meeting noted that many of the additional uncontracted hours the Clerk had worked in 23/24 were due to projects including the potential WAAF Site redevelopment. The meeting noted that the additional hours that would be generated by the project to build a parish office and community hub had not been considered and that the committee should be aware that this will generate hours beyond contracted for the Clerk.

The meeting noted the ability of the council to employ support staff once the parish office was open.

24056 To review staff working priorities, authorise any action and consider associated expenditure

The meeting noted that the Clerk and Chairman of the staffing committee have scheduled weekly telephone conversations to look at work priorities and hours. The Vice Chairman of the staffing committee expressed interested in being involved with these conversations.

24057 To review staff training, authorise any action and consider associated expenditure

The meeting noted the importance of staff development.

The Clerk agreed to gain the approval of the staffing committee prior to booking training.

24058 To agree the date of the next meeting, as required

The meeting agreed the date of the next meeting be Monday 17th June 2024, unless a meeting of this committee is required before this date.

24059 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 18:50.

17th June 2024

Cllr.