



In attendance: Amanda Lash (Parish Clerk)

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10. Staff Contracts

It was **resolved** to amend staff contracts, to state that "TOIL requires **prior** approval from the Staffing Committee. If the Staffing Committee agree that additional hours need to be worked, then that time must be taken back at the earliest opportunity, as time off in lieu will not be allowed to accrue". This is to ensure consistency across all staff contracts.

Proposed: Cllr White

Seconded: Cllr Bowers

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11. Clerk's Objectives

The objectives of the Clerk were discussed and **noted**.

In addition to these the Clerk has:

- Carried out DSE (Display Screen Equipment) and workstation assessments (including FO working at home assessment).
- Health and Safety Policy (following risk assessment and management review)
- Re-introduced regular staff meetings
- Completed review and assessment of policy and procedures (need to implement and write)

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12. Staff Appraisal

The Finance Officer's appraisal was **discussed** and **noted**.

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13. 2023/25 Budget/Staff Review

An initial discussion was held regarding the budget for next year. The Clerk recommended a Grounds Maintenance Team in response to additional recreational facilities, toilets and general risk management of play areas and public spaces. Two job descriptions were distributed (1) Maintenance and Grounds Manager and (2) General Maintenance Assistant. Potential costs to Council were outlined by the Clerk. A full discussion would need to be had with the Finance Officer regarding current budget as well as next year's budget. Proposed staff review would increase staffing budget 2024/25 by approximately 19%. A Council vehicle was also discussed. Clerk to get quotations including livery of vehicle. Due to lack of time, office staff will be deferred to next meeting.

It was **resolved** to **recommend** to Council the creation of 2 Grounds/Maintenance positions. Details of hours/pay, timescale/contract start dates, advertising, to be discussed further at Full Council.

Proposed: Cllr Bowers

Seconded: Cllr Gaisford

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14. To **note** the date of the next meeting: 30 October 6pm

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There being no further business, the Chair closed the meeting at 7.05pm