

# Costessey Town Council



**Minutes of the Meeting of the Staffing Committee of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Friday 20 May 2022 at 10am**

**Present:** Cllrs G Dole (Chair), J Amis, S Hannant, G Jones; H Elias (Town Clerk), N Bailey (Deputy Clerk) & S Kent (Incoming Town Clerk) .

**To elect a Committee Chairman for the civic year**

**S108/22:** Cllr Dole was elected as chairman for the civic year

**To approve apologies for absence**

**S109/22:** Apologies were approved from Cllr P O'Connor (unavailable)

**To receive declarations of Interest**

**S110/22:** None

**To confirm and sign the minutes of the previous Staffing Committee of 22 April 2022**

**S111/22:** RESOLVED to approve the minutes with no amendments. The minutes were signed.

**To confirm the date of the next Staffing Committee meeting**

**S112/22:** The date of the next Staffing Committee was confirmed as Friday 24 June 2022 at 10am, with the Finance Committee immediately afterwards at 11am.

**S113/22:** RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it was not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues.

**\*THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE**

**\*To receive confidential updates on the previous minutes / notes** (No resolutions)

**S114/22:** Min: S097/22: Bank Card. More signatures were needed on the application form.

**S115/22:** Min: S098/22: Unity account. The set-up process had been started. It was intended to set up another Unity account for salaries to enable better BACS transfers.

**S116/22:** Min: S106/22: Youth Worker had been extremely grateful for the retainer.

**\*To consider staff training**

**S117/22:** Cllr G Dole requested attendance on Chairman's training course. **ACTION: Town Clerk**

**S118/22:** Mins: S099/22 & 081/22: External professional advice: When the new clerk arrived in post full time she would hold a one-to-one meeting to explore training in more detail. The external trainer was not available until the end of June. The new Clerk's Assistant (Accounts) was partially trained in the Purchase Ledger. Burials training would be needed by several employees.

**\*To consider information on the new weekend cleaner / caretaker**

**S119/22:** The young worker was covered by the insurance. He had worked one shift to date. His contract had been written to include the specifics of timings and breaks required. Suggestions for future tasks in the grounds were made, along with potential training.

**To receive a general update on Staffing matters and further HR information** (No resolutions)

**S120/22:** Machinery servicing: The Head Groundsman has qualifications in maintaining small machinery. Deputy Clerk directed to contact insurers about liability and write a report on their response. **ACTION: Deputy Clerk**

**S121/22:** Sandbags: Stored in Longwater Lane Cemetery in case of flooding. This is part of South Norfolk's Emergency Planning Response Strategy and residents from outside Costessey – eg villages such as Marlingford and Bawburgh - are directed to use them.

**S122/22:** The P/T cleaner had passed her theory driving test.

**S123/22:** Fete Lunches: The staff members involved in the fete should be provided with lunches as in previous years, so the lunch vouchers are available to all volunteers and staff. **ACTION: Deputy Clerk**

**S124/22: The meeting closed at 10.58am**

**Chair:**

**Date:**