

MINUTES of a Meeting of the Staffing Committee of Melksham Without Parish Council held on Monday 9th January 2012 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllr. Mike Mills (Chairman); Cllrs. Alan Baines; Elizabeth Bean and Richard Wood. *Cllr. Rolf Brindle attended as an observer.*

Apologies: Cllr. Mike Sankey

- 347/11 **Chairman's Introductory Comments:** The Chairman reported he had one additional item to raise re correspondence received from a Whitley resident.
- 348/11 **Declarations of Interest:** The Clerk declared an interest in matters relating to her post and in the correspondence received from a Whitley resident. She offered to leave the room when this correspondence was discussed.
- 349/11 **Minutes of last Staffing Committee meeting held 18th July.** These Minutes were noted.
- 350/11 Arising from Min. 153/11 **Staffing Appraisals:** The Clerk reported that these had all now been completed and copies were held on file if any member of the Staffing Committee wished to see them.
- 351/11 Arising from Min. 157/11 **Caretaker Training:** It was noted that the Caretaker needed to renew his Play Equipment Inspection Certification and he had been booked to attend a refresher course with ROSPA at Faringdon on 22nd May 2012 at a cost of £207 plus £20 for the accompanying Manual. The Council had also requested that he be booked on a Health and Safety Course. The Clerk reported that two courses had been recommended: a) One day IOSH Working Safely for General Awareness Course at a cost of £90 or b) a CIEH L2 4 day Course at a cost of £565. Both courses were held at Lackham College and bookable through Wiltshire Enterprise. Following consideration of the content of the courses, it was agreed to Book the Caretaker on the One Day Course
Recommended: *The Council book Terry Cole on the One Day Health and Safety General Awareness Course at a cost of £90 - date 24th April 2012.*
- 352/11 Arising from Min. 157/11 **Margaret Mylchreest – First Aid Training:** Margaret needed to renew her First Aid Certification and a one day First Aid Refresher was available on 8th March at Lackham at a cost of £45.
Recommended: *Margaret be booked on the First Aid Refresher Course.*
- 353/11 Arising from Min. 160/11 **CiLCA Qualification – Teresa Strange:** The Staffing Committee was delighted to receive the news that Teresa Strange had now passed her CiLCA Qualification in Local Council Administration. It was agreed to send Teresa a formal letter of congratulations and appreciation for all her hard work.
Recommended: *The Council send a formal letter of congratulations to Teresa for her CiLCA achievement*
- 354/11 **Finance Officer - review of hours and duties:** At the last Staffing Committee Meeting on 18th July it had been agreed to review Teresa's pay and responsibilities, once she had obtained the CiLCA qualification. Following discussion it was agreed that Teresa now become Finance Officer for the Council and that her pay scale be increased to Scale 22, pro- rata £19,621 per annum; £10.20 per hour. It was further agreed that the Clerk would continue to cover as the Responsible Finance Officer when Teresa was out of the office or at home due to school holidays.
Recommended: *Teresa Strange be now appointed as Finance Officer to the Council on Scale 22 at an hourly rate of £10.20 per hour with effect from 1st January 2012.*

- 355/11 **Resignation of Office Assistant:** The Committee noted that Gill Butler who had worked 4 hours Thursday mornings had now resigned. The Clerk advised that no replacement be sought for at least three months until it was clear whether the extra work could be absorbed by existing office staff. Cllr. Bean emphasised that a replacement Assistant was needed immediately as there was so much work to do. A young person would benefit from a few hours' work per week. Following discussion it was agreed to review the situation in April and that if extra assistance was needed, the Council employ a part-time Assistant for one day per week at a minimum rate of £6.50 per hour.
***Recommended:** The Council review the post of Office Assistant in April to see if another Part-Time Assistant was required.*
- 356/11 **Resignation of Allotment Warden:** A letter of resignation was received from the Allotment Warden, Barry Mylchreest. Barry was standing down due to severe trouble with his knee and was awaiting an operation. He expressed his thanks and appreciation to the councillors and staff for their excellent work, help and support over many years. It was agreed to send a letter of thanks and appreciation to Barry in return for his excellent work.
***Recommended:** A letter of thanks and appreciation be sent to Barry Mylchreest*
- 357/11 **Allotment Warden:** It was noted that the Caretaker, Terry Cole had been carrying out some Allotment Warden duties and was willing to take over the post of Allotment Warden in addition to his Caretaker work. It was agreed that an extra hour per week be allocated for the Allotment Work, increasing Terry's normal working week to 17 hours per week. It was further agreed that Terry's pay be increased from £6.99 per hour to £7.82 per hour, to reflect his extra responsibilities which included not just the extra allotment work but added weekly responsibilities. e.g. looking after the new Bowerhill Picnic Area.
***Recommended:** Terry Cole take on the responsibility of being Allotment Warden as well as Caretaker and he be now paid on Scale 12 - £7.82 per hour with effect from 1st January 2012.*
- 358/11 **Correspondence from Whitley resident:** ***Recommended:** The Chairman reply to the resident to inform that the correspondence had been considered and it had been agreed the Clerk had no case to answer.*

Meeting closed at 9.35 p.m.

Chairman, 23rd January 2012