

# UPPER BEEDING PARISH COUNCIL

## Minutes of the Staffing committee meeting held on Tuesday 19<sup>th</sup> November 2019 at 8:15pm in Beeding and Bramber Village Hall

Present: Councillors: S. Birnstingl (Chairman), I. Allen and B. Harber

Also present: Clerk: Celia Price and Councillor I. Ivatt

### **S:1119:01 Election of a Chairman**

The Chairman of the Council, Cllr Birnstingl, invited nominations for the election of Chairman for the Staffing Committee. Cllr Birnstingl was nominated by Cllr Warren and seconded by Cllr Harber, there being no other nominations Cllr Birnstingl was duly elected.

### **S:1119:02 Apologies for absence**

Apologies for absence were agreed and accepted from Cllr T. Kardos

### **S:1119:03 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

### **S:1119:04 Public Adjournment**

None present

### **S:1119:05 [Terms of Reference](#)**

The committee reviewed draft terms of reference and with minor amendments resolved to recommend ratification at the full Council meeting on 3<sup>rd</sup> December.

### **S:1119:06 Staff Appraisals**

The draft process and [policies](#) for [staff appraisals](#) were reviewed. Amendments were discussed and it was resolved to approve the re-drafted policy by email and present to the full Council when appropriate.

It was agreed that the Clerk's appraisal will take place annually in December with an interim appraisal in June.

### **S:1119:07 [Policies](#)**

The Clerk presented a list of proposed policies. All agreed that a safeguarding policy needs to be added. The Clerk will prepare draft policies for ratification.

### **S:1119:08 Maintenance**

Options regarding fulfilling general maintenance tasks as well as those no longer carried out by WSCC and HDC were discussed. All agreed to investigate the possibility and options surrounding the employment of a part time 'maintenance person'.

### **S:1119:09 Matters raised by staff**

The Clerk requested support for on-going studies and would like to apply for the Higher Education: Community Governance qualification at Level 4 (Leicester University). The course will be self-funded. All agreed to support the Clerk allowing study days for the six residential days each year and to allow UBPC work for evidence.

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The Clerk also advised that the current office is sub-standard and not really suitable; all agreed that investigations into alternatives should take place as a priority.

**S:1119:10 Matters raised by councillors**

There were none.

There being no other business the meeting concluded at 9:15pm

Minutes signed by:

Date: