**Minutes of the Staffing Committee held at The Gladys Bevan Hall, Upper Beeding**

**on Tuesday 8th March 2022 at 7.00pm.**

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

**Also present: Clerk:** Clerk Celia Price

**S:0322:01 Apologies for absence**

 None

**S:0322:02 Declaration of Councillors personal or prejudicial interest**

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

**S:0322:03 Minutes of the last meeting**

The minutes of the meeting held on [9th June 2021](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ESIja0mx551Pr6zOAmwxAe8B7Ow0wRRxUdD_MhClDuEikQ?e=gv4AQ0) were approved as a true and acute record. Proposed Cllr Allen, seconded Cllr Birnstingl and agreed.

**S:0322:04 Public Adjournment**

None present

**S:0322:05 Confidential Session**

Under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item S:0322:06 may involve disclosure of personal or privileged information which would be inappropriate to put in the public. Proposed Cllr Birnstingl, seconded Cllr Ivatt and agreed.

**S:0322:06 Staffing Matters**

Staffing matters were discussed and the following recommendations were proposed Cllr Harber, seconded Cllr Ivatt and agreed:

* Hourly rates of pay for the Caretaker and Litter Wardens will be increased by .25p per hour (backdated to 1st April 2021).
* The Cemetery Clerk salary will increase to point 23 with an additional 1.75% increase with effect from 1st April 2021.
* The Clerk’s salary will increase to point 32 plus 1.75% increase with effect from 1st April 2021. A further increase to point 33 with effect from 1st April 2022 following completion of L4 Community Governance (passed with merit in December 2021)
* Maintenance Manger hours to increase with effect from 1st April 2022.
* Caretaker’s hours to decrease with effect from 1st April 2022

*The Clerk left the meeting*

The Chairman noted that the Clerk’s appraisal is outstanding. It will be carried out in the new Council year, following appointments to the Staffing Committee, which will appoint an appraiser. Proposed Cllr Allen, seconded Cllr Birnstingl and agreed.

The Committee expressed its pleasure at the Clerk’s success in L4 Community Governance. Noting that L5 Community Governance has commenced, it was resolved to make a contribution of £500 towards expenses incurred in 2022. Proposed Cllr Harber, seconded Cllr Ivatt and agreed,

The Clerk had kindly offered to make various equipment, if awarded via a disability student grant, available for day-to-day work. It was resolved to accept the offer with thanks. Proposed Cllr Allen, seconded Cllr Ivatt and agreed.

**S:0322:07 Matters raised by Councillors**

Cllr Birnstingl noted that the Maintenance Manager had done a great job of repairing the bandstand roof and requested clarification that the appropriate risk assessments were carried out.

Cllr Ivatt reported on the accumulation of books in the Small Dole bus shelter and the need for housekeeping and disposal of damaged books etc. The Committee wondered whether the Small Dole litter warden might have a role to play in ‘gardening’ the stock of books.

There being no other business the meeting concluded at 7.48pm