

Upper Beeding Parish Council

Minutes of the Staffing Committee held at The Sports Hall, Upper Beeding on Tuesday 11th March 2025 at 7.00pm.

Present: Councillors: J Cannon, R. Harber (Chairman), T Kardos, C Warren

Also present: Parish Clerk: Stephen Keogh

S: 0325: 01 Apologies for absence

There were apologies for absence received from Cllrs S Birnstingl.

S: 0325: 02 Declaration of Councillors personal or prejudicial interest

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

There were no additional Declarations of Interest.

S: 0325: 03 Minutes of the last meeting

The minutes of the meeting held on [1st October 2024](#) were approved as a true and accurate record. Proposed Cllr Cannon, seconded Cllr Harber and agreed.

S: 0325: 04 Public Adjournment

None present.

S: 0325: 05 Review of Policies:

High Consequence Infectious Disease [Policy](#) - To Review the Policy

Cllr T Kardos commented that page two had an error marked on it; It was felt that it should be altered.

The Council address was also in need of updating at the foot of the page.

It was **AGREED** to recommend to **FULL COUNCIL** that the policy should be adopted.

S: 0325: 06 Confidential Session

Proposed Cllr Warren, seconded Cllr Cannon and agreed.

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:0325: 07 may involve disclosure of personal or privileged information which would be inappropriate to put in the public.

S: 0325:07 [Staffing Matters](#).

i. Staff Update

The Clerks report, circulated with the agenda was **NOTED**.

The staff continue to have no issues with their roles at the current time.

The Maintenance Manager

The Maintenance Manager has been dealing with some minor vandalism which is taking up some of his time and is helping with the office refurbishment.

The Clerk has carried out an appraisal of his role and there were no concerns, and he has stated that he is happy with the job.

Litter Picker.

The Clerks report, circulated with the agenda was **NOTED**.

It was **AGREED** that the litter picker service needs to be reviewed as there are some areas which are being missed, there is a need to continue through the summer and try to develop the service.

Cemetery Clerk.

The Chair announced that the Cemetery Clerk has retired from her work as a funeral celebrant, so is concentrating on the Clerk role.

Parish Clerk

The Clerk reported that he is happy in the current position and the job was continuing to provide a challenge.

There are several large projects taking shape.

The Skatepark will be starting in March 2025

The office development may be completed through the summer.

The Clerk highlighted that he is currently the line manager for the Joint Parishes Youth Service staff; this is a two-year undertaking.

The clubs have started, and they are well supported; however there are some issues with retaining staff. This is due to a variety of reasons: wages, hours, and physical aspect of the project, as they were used to working at purpose built facilities.

ii. Tree Warden

The tree warden has asked to resign from the role.

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Cllr Cannon commented that the Bramber Tree Warden has also retired and there may be a new person taking the role at Bramber PC, and if this goes through, then we may be able to ask if the person can also advise on Upper Beeding tree issues.

If this is not the case, then it may be necessary to advertise for the role.

The Chair explained that the tree officer role had been fulfilled for several years, and it was felt that some form of gift should be awarded to her.

It was **AGREED** to **RECOMMEND** to FULL COUNCIL that a gift of £100.00 in tree vouchers should be awarded.

iii. Maintenance Vehicle Update

The Maintenance Manager is investigating options for the purchase of a new maintenance vehicle.

The initial investigation did not bear any fruit, and the winter months curtailed the interest and the need to purchase the vehicle had changed.

The Clerk has asked to take some time in the coming weeks to look at some vehicles.

iv. Parish Clerk Salary

The Salary report circulated with the agenda was **NOTED**.

The wage increases for the Clerk were discussed.

The Chair explained that there was no Appraisal of the Clerk carried out in 2023, so the Clerk had not been awarded a pay increase in 2024/25 financial year, which would have followed a satisfactory appraisal.

In October 2024 there was also a satisfactory appraisal carried out, which would be reflected in any pay increase for the 2025/26 financial year.

It was **AGREED** to **RECOMMEND** to **FULL COUNCIL** that the Clerk would be awarded a retrospective pay increase to SCP 34 for the deemed satisfactory appraisal in 2023 for the financial year 2024/25.

In order to ensure that there are no tax implications, this would be paid in the March 2025 salary payment, backdated to 1st April 2024.

Also

It was **AGREED** to **RECOMMEND** to **FULL COUNCIL** that the Clerk would be awarded a pay increase to SCP 35 following the satisfactory appraisal in 2024 for the 2025/26 financial year.

S: 0325:08

Matters raised by Councillors

There were no matters raised.

There being no other business the meeting concluded at 7.18pm