



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
STAFFING COMMITTEE
HELD ONLINE VIA ZOOM ON
2nd MARCH 2021 COMMENCING AT 10AM**

Present: Cllr A McFarlane (Chair), J Raw, C Seabrook and P Verdon.

In attendance: Andrea Mann, Parish Clerk.

SC18/20 Apologies for absence
None.

SC19/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda
None.

SC20/20 Chairs Announcements
None.

SC21/20 Approval of minutes
The minutes of the Staffing Committee held on 7th October were revised to confirm this meeting was an additional meeting, then agreed as a true record of the meeting. The minutes would be signed by the Chair at a later date. (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

SC22/20 Staffing Committee Annual Schedule
Members reviewed, recorded progress and made revisions to the Staffing Committee annual work schedule as presented with the agenda and agreed revisions as follows:

- Number each task.
- Review the Staffing Committee terms of reference in April.
- Delete monitor Clerk's probationary period.
- Review staff related policies in October and consider a Staff Handbook including Council policies relating to staff and other information included with all staff contracts.
- Review the training schedule at the next meeting in April.

SC23/20 Date of next meeting
8th April 2021, time tbc.

SC24/20 To exclude the press and public to consider confidential matters
ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential staffing matters. (Public Bodies (Admission to Meetings) Act 1960). (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).



SC25/20 Deputy Parish Clerk Appointment

Councillors considered the recommendation from the interview panel following interviews held on 25th February. Further to discussion it was

RESOLVED

To formally offer the permanent position of Deputy Parish Clerk to Sara Jones starting on 1st April 2021 plus an additional one day per week for the first three months funded by HCC's Library transitional grant.

The full terms of this offer were recorded in an exempt file note.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

SC26/20 Society of Local Council Clerks (SLCC) Subscription

RESOLVED

OPC agree to fund the Clerk's 2021/22 annual subscription to SLCC in the value of £336.

(Proposed by Cllr Seabrook, seconded by Cllr Raw, all in favour).

There being no further business the meeting closed at 10.57am.

Signed.....

Date.....