



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
STAFFING COMMITTEE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, ON  
6<sup>th</sup> APRIL 2022 COMMENCING AT 3.00pm**

Present: Cllrs A McFarlane (Chair), R Coleman and P Verdon.

In attendance: Andrea Mann, Parish Clerk.

**SC21/21 Apologies for absence**

None.

**SC22/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**

None.

**SC23/21 Chairs Announcements**

None.

**SC24/21 Approval of minutes**

The minutes of the Staffing Committee held on 10<sup>th</sup> November 2021 were agreed as a true record of the meeting and signed by the Chair.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, 2 in favour).

**SC25/21 Staffing Committee Annual Schedule**

Members reviewed and recorded progress on the Staffing Committee's annual work schedule, as presented with the agenda. An action was agreed to book regular support meetings with the Clerk.

**SC26/21 Date of next meeting**

Scheduled 5<sup>th</sup> October 2022 at 3.30pm.

**SC27/21 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).

**SC28/21 General Update**

The Clerk provided a general update on staff appointments and staffing matters and matters requiring decisions were covered under the following agenda items.

**SC29/21 Staffing Budgets**

Members reviewed the Clerk's agenda report showing the 2021-22 end of year staffing spend was £3,472.53 underspent. This was due to a grant award. The Clerk was asked to clarify with the Internal Auditor whether a proportion of this could be spent during 2022-23 if the expenditure was clearly defined and for projects started during 2021-22.



Councillors noted the 2022-23 budget included minimal provision for unknown expenditure and agreed to keep the budget and the nationally agreed salary award under regularly review.

**SC30/21 Salary Increase**

RESOLVED

It was agreed to apply the nationally agreed salary increase to the Deputy Clerk's salary.

**SC31/21 Honorarium for Bank Holiday Working**

RESOLVED

It was agreed to award a one off honorarium to all staff as compensation for working at the Queen's Platinum Jubilee events over the bank holiday weekend, assuming all staff would work the same number of hours. This would be funded from the 2021-22 budget, subject to advice from the Internal Auditor.

**SC32/21 Policy for Out of Hours Emergency Call Out**

RESOLVED

It was agreed that the Clerk, Cllr McFarlane and Cllr Verdon would be listed as emergency contacts for The Bridewell. The Clerk would arrange an informal training session on the fire panel.

**SC33/21 Training**

The Clerk's training schedule and covering report were reviewed.

RESOLVED

All recommendations were approved and one further course was suggested.

The Clerk was asked to remind all new Councillors there was an expectation all Councillors would attend basic Councillor training.

There being no further business the meeting closed at 4.00pm.

Signed.....

Date.....