



Barnton Parish Council

MINUTES FROM THE STAFFING COMMITTEE MEETING

Barnton Parish Council

Held remotely on; Monday 1ST March 2021 at 6.00PM

ATTENDED BY;	Cllr Gleave Cllr Webb Cllr Hooper Cllr Phoenix Cllr Devine
Min. Ref;	Item
STAFF1/03/21	To elect a Chairperson Cllr Hooper volunteered to take office as Chair of the committee. All agreed. Cllr Phoenix volunteered to take office as Vice Chair. All agreed.
STAFF2/03/21	To note Declarations of Interests from members NOTED; NONE RECEIVED
STAFF3/03/21	Public Forum - members of the public are invited to speak on matters relating to the agenda
STAFF4/03/21	Approval of minutes NOTED; As this was the first Staffing committee meeting, there were no previous minutes to approve
STAFF5/03/21	Clerks Report – to receive a report from the Clerk NOTED; Park Warden has resigned – 2 nd park warden to take on additional duties subject to approval
STAFF6.1/03/21	STAFF AGREED; to exclude press and public due to Information relating to the financial or business affairs of any particular person
STAFF6.2/03/21	The committee performed the appraisal of the Clerk (annex 1)
STAFF6.3/03/21	It was recommended to increase staff salaries from April 2021 – Clerks salary by 1 NJC point in recognition of 1 years service, plus 1 NJC point in recognition of achievements 2020/covid 19. (point 35 to 37). Admin assistant salary to increase to £9.80 per hour. Other staff salaries to increase to £8.71 per hour.
STAFF6.4/03/21	Following debate about workload, it was recommended to allow 2 additional hours per week for admin assistance when necessary. Clerks TOIL was debated. Clerk was asked to consider extension of hours Monday to Thursday and take TOIL (if necessary) on Fridays only.
STAFF6.5/03/21	It was agreed that the Clerk will perform other staff appraisals in August 2021, in line with last year
STAFF6.6/03/21	Audit of Leave Entitlement; Clerk is owed 14.5 days from 20/21 annual leave entitlement. Admin Assistant is owed 8 days. Village orderly and park warden are also owed leave. It was recommended to allow staff to take outstanding leave over the next two years as per regulation 13, WTR/Covid Law, or offer payment of outstanding leave.
STAFF6.7/03/21	Time sheet/work record was debated. The committee Recommended the clerk to consider a longer working day Monday – Thursday and take TOIL if necessary on Fridays only. The Clerk was requested to explain the reason for TOIL on each occasion. It was considered unnecessary to impose time sheets on other staff.
STAFF6.8/03/21	Following his resignation, Committee recommended a gift voucher of £25.00 to thank David Langston for his long standing service.
STAFF6.9/03/21	Committee debated ways to ensure use of PPE by all staff and times of work for the Park Warden.
STAFF6.10/03/21	Committee recommended changes to staff contracts;- Clerk, Park Warden, Village Orderly to include change of hours, use of PPE, cover during absence.
STAFF7/03/2021	Date of next meeting;- 4th September 2021
STAFF8/03/2021	Close of meeting; Meeting closed at 19.32

Parish Clerk; Toni Critchlow
Barnton Parish Council

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