

BRYMPTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF BRYMPTON PARISH COUNCIL HELD ON WEDNESDAY 17TH AUGUST 2011 AT THE JUBILEE HALL, THORNE COFFIN **(7.00 p.m. – 8.00 p.m.)**

Present: Mr E Appleby Mr P Dutton (Chairman)
Mr P Seib (7.14 p.m. – 8.00 p.m.) Mr D Shutler

1/11/SC ELECTION OF CHAIRMAN

Mr Appleby proposed and it was RESOLVED to elect Mr Dutton as Chairman of the Committee.

2/11/SC TO RECEIVE ANY APOLOGIES FOR ABSENCE

None

3/11/SC TO RECEIVE ANY DECLARATIONS OF INTEREST

Mr Shutler declared a personal interest in items concerning Yeovil Town Council as an elected member of that Council.

4/11/SC MEMBER DEVELOPMENT PROGRAMME

It was AGREED that additional copies of "Being a Good Employer Guide" would be obtained by the Clerk. It was AGREED that should any further information be required this could be obtained through ACAS or SALC.

EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED to exclude the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing).

Mr Seib arrived at the meeting

5/11/SC CLERK'S CONTRACT AND JOB SPECIFICATION

It was AGREED that the draft revised Clerk's contract required the following amendments:

5. Place of Work

Your usual place of work is **"The Parish Office, Abbey Community Centre, The Forum, Abbey Manor Park, Yeovil, Somerset, BA21 3TL"**

6. Salary

6.2 You have been appointed to a single salary point and The Council will review your salary annually, changes being effected from 1st April **of that year**.

It was AGREED that the Clerk's specification required the following amendments:

iv. To receive and deal with correspondence and other documents on behalf of the Council, **Details of correspondence as appropriate shall be conveyed to the Chairman and Vice-Chairman.**

xiii. **Prepare in conjunction with the Chairman and/or Vice-Chairman and before publication any press release, newsletter and other such materials to disseminate information on the decisions and activities of The Council.**

It was AGREED that the Clerk's specification required the following additional clause:

xiv. To ensure that legal, statutory and other provisions governing or affecting the running of The Council are observed.

6/11/SC CONSIDERATION OF CLERK'S REMUNERATION

After some discussion it was decided to monitor the Clerk's working hours for the next three months and then review. At the next meeting it was agreed to discuss forward succession planning.

7/11/SC DATE OF NEXT MEETING

The next meeting of the Staffing Committee will be held at 7.15 p.m. on Wednesday, 24th August 2011