

Paulton Parish Council

Minutes of the meeting of the Staffing Committee held on Wednesday 23rd June 2021 in the Community Hub starting at 7.00pm

Present: Councillors D Garlick, G Garlick, G Johnson, A Lyons and J Meaton (Chairman)

Also Present: Carol Hall – Clerk

21-1. ELECTION OF CHAIRMAN 2021/22

Resolved – that Councillor A Meaton is elected Chairman of the Council for the municipal year 2021/22.

21-2. ELECTION OF VICE- CHAIRMAN 2021/22

Resolved – that the staffing committee would not appoint a Vice-Chairman.

21-3. APOLOGIES FOR ABSENCE

There was none.

21-4. PUBLIC PARTICIPATION

There was none.

21-5. DECLARATIONS OF INTEREST

There were none.

21-6. CONFIRMATION OF MINUTES

Resolved – that the minutes of the meeting held on 9th February 2021 were confirmed as a true record and signed by the Chairman.

21-7. LONGSERVICE AWARD

Resolved – that the Long Service Award scheme was approved for referral to the full Council.

21-8. EXCLUSION OF PRESS AND PUBLIC

Resolved - That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider staffing matters.

21-9. OPERATION AND ORGANISATIONAL REVIEW

The report following the Operation and Organisational review was briefly discussed, it was acknowledged that there were several recommendations in relation to the staffing and the replacement of an RFO that a short-term solution should be sought until a longer-term plan can be agreed.

21-10. PAYROLL

A cost comparison was made in relation to the outsourcing of the payroll and completing it in house. The benefits in terms of risk factors were also discussed at length.

Resolved – that it was approved by the staffing committee to outsource the payroll for a 12-month period and then review the situation. This will be referred to the full Council for final approval.

21-11. REPLACEMENT RFO

Resolved – that a short-term plan for a locum and additional hours for the Clerk were approved for referral to the full Council.

21-12. CLERK SALARY REVIEW

Resolved – that a salary review was undertaken for approval by the full Council.

Signed Chair.....Date.....
Meeting closed 8.10pm

DRAFT