



**Minutes of Staffing Committee held on Monday 4th January 2012
at Church House at 3.30pm**

Present: Councillors Dowie (Chairman), Ward, Alexander, Cossins.

Others present: Town Clerk

11063S Apologies for absence: None

11064S There were no declarations of interest

11065S a) Minutes of the meeting on the 19th December 2011 were approved
b) No matters arising

11066S No members of the public present

11067S It was agreed to exclude the public for the next item due to confidentiality

11068S Completion of the Town Clerk's appraisal – confidential item. The Clerk's Appraisal was completed and a confidential record of the discussion was made. The Committee set a number of targets for the Clerk:

1. Annual Planner
2. Minutes to be circulated within 5 of the Clerk's working days
3. Agendas and supporting papers to be sent to Councillors by 3pm 1 week before the meeting
4. Record of hours to be returned to Councillor Ward each week
5. Work to the Council's financial procedure.

It was agreed that a meeting would be held in one month to monitor progress on these targets and to further discuss issues which became apparent during the appraisal. It was also agreed that the Committee would provide Sally with financial information requested in relation to gross budget amounts.

Cllr Alexander left the meeting at 4.30pm

11069S a) Details of hours worked and holidays were received

b) Procedure for authorizing additional hours:

Additional hours for extra meetings of the Council had been agreed at a previous meeting (the length of the meeting plus 1 hour for agenda and supporting documents and the minutes). Additional time was also authorized for completion of Appraisal document and attendance of Appraisal meetings. No additional hours are to be worked. The Committee also agreed that both the Clerk and the Assistant Clerk should be asked if they would agree to

payment of the additional hours worked to date, so that neither have hours owing.

- c) To agree that the Assistant Clerk is given an additional 15 hours to complete the working with your Council training course: Agreed.

11070S To agree the Financial Procedure: Agreed

11071S Completion of the Employer Discretion document relating to Ministry of Defence pensions: it was agreed that the Council would not recognize these pensions in the calculation of its own pension benefits.

11072S To consider the Annual Planner: received. The Committee agreed that this should be filled in for the next 3 months before the next meeting.

11073S Date of next meeting: 30th January 2012 at 6.30.

Meeting closed at 5.10pm

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Chairman