



# ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY  
Telephone: 07900 631 733 Email: [clerk@standrews-pc.gov.uk](mailto:clerk@standrews-pc.gov.uk)  
[www.standrews-pc.gov.uk](http://www.standrews-pc.gov.uk)

**Parish Councillors are summoned to attend the meeting of St Andrews Parish Council Staffing Committee which will be held on Wednesday 16<sup>th</sup> March 2022 at 6:30pm in the Parish Council offices.**

Miss Emma Sylvester  
Parish Clerk to the Council  
10<sup>th</sup> March 2022

**Members of this Committee are:**

**Jean Blake, Mary Friend, Vera Tomlinson (Chairman) and Paul West**

**Members of Public and Press are welcome. Please contact the Clerk if you wish to attend.**

## AGENDA

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2. DECLARATION OF INTERESTS**

**3. MINUTES**

To approve the minutes of the last meeting held on 24<sup>th</sup> November 2021 (attached)

**4. PUBLIC RECESS**

Members of the public are invited to make representations to St Andrews Parish Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960

**In view of the confidential nature of the following items, a formal resolution will be considered to exclude the press and public from the meeting pursuant to the Public Bodies (Admissions to Meetings) Act, 1960**

**5. NATIONAL SALARY AWARD 2021/22**

- (i) To note that the National Joint Council for Local Government Services (NJC) has agreed a new pay agreement applicable from 1<sup>st</sup> April 2021
- (ii) To agree back payments to staff following the new pay agreement as detailed in the attached document.

**6. SALARIES**

To discuss and approve staff salary increases for 2022/23. Draft figures attached following approved budget at Full Council.

**7. VACANCY ASSISTANT TO THE PARISH CLERK**

To consider the attached job description, person specification and job advert for an Assistant to the Parish Clerk.

**8. REDHOUSE COMMUNITY STAFF UPDATE**

To note that the vacancy for Casual Caretaker has now been filled.