



# ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ  
Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk  
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**Parish Councillors are summoned to attend the meeting of St Andrews Parish Council Staffing Committee which will be held on Wednesday 24<sup>th</sup> January 2024 at 6:30pm in the Parish Offices, Redhouse Community Centre, Frankel Avenue Swindon.**

Miss Emma Sylvester  
Parish Clerk to the Council  
17<sup>th</sup> January 2024

**Members of this Committee are:**

**Councillors Daniel Adams, Mary Friend, Steve Heyes, 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 14<sup>th</sup> June 2023 (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
- 5. 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**
- 6. STAFF ISSUES**
  - (i) Members to note that the Deputy Clerk has passed her CiLCA qualification and agree a 1SCP increase as detailed in her contract.
  - (ii) Members to consider correspondence received. Clerk to report.
- 7. LIVING WAGE**  
Members to note that the Living Wage has been increased and agree if changes to salaries are required.

**8. STAFF SALARIES**

Members to consider and approve staff salaries for 2024/25 (current salaries attached).

**9. CARETAKER VACANCY**

To discuss and confirm the starting wage of a new caretaker.

**10. UNPAID LEAVE**

Members to review and adopt attached Sickness and Absence Policy.