



# St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ

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## All Councillors

There will be a meeting of St Andrews Parish Council **Staffing Committee** which will be held at the Redhouse Community Centre, Frankel Avenue on Monday, 30 September 2024 on the rising of the Grounds Maintenance Committee.

### Members of this committee are:

Councillors: V Tomlinson (Chairman), D Adams, J Chandler, M Friend, S Heyes, S MacDonald and P West

Yours sincerely

*Deborah Bourne*

DEBORAH BOURNE PSLCC

Locum Clerk

**Members of Public and Press are welcome to attend.**

## AGENDA

### 1. Apologies for Absence

Members are asked to note any apologies, and to accept reasons they consider to be appropriate.

### 2. Declaration of Interests

To receive Declarations of Interest in accordance with the Code of Conduct adopted by this Council. Members are reminded that it is their personal responsibility to make sure their Register of Interest contains up to date information. If changes are needed please contact the Clerk who can arrange for the changes to be made.

### 3. Minutes

To confirm and sign as a true record minutes of the Staffing Committee held on 31 July 2024.

#### **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.

Every effort will be made to give accurate answers to all questions, but in some cases further research may be necessary, when an answer will be given by the Chairman or Clerk as soon as possible.

#### **5. Exclusion of the Press and Public**

The Council is asked members of the public and press be requested to leave the meeting to allow discussion of establishment, property or finance matters as it is considered the publicity would be prejudicial by reason of the confidential nature of the business to be transacted.

#### **6. Locum Clerk**

To consider a confidential report relating to employment of a Locum Clerk.

#### **7. Occupational Health Assessments**

To consider a report from the Grounds Maintenance Manager.

#### **8. Policies:**

Members are asked to consider and recommend adoption of the policies listed below.

- a. Maternity/Paternity Leave
- b. Acting Up during periods of holiday or sickness

#### **9. Staff Salaries – PAYE**

There are a number of Parish Councils who “outsource” their obligations concerning payment of staff salaries and other connected payments.

The advantage of using an outside company to deal with HMRC is that staff wages/salaries are always calculated and ready for payment each month, regardless of staff absences’. There are no confidentiality issues with staff members knowing personal information of colleagues. The disadvantage is that of cost to the Council for this service.

The Councils instructions are sought.

**10. Date of Next Meeting**

The next meeting of the Staffing Committee will take place on Monday, 28 October 2024 at 7.00pm in the Redhouse Community Rooms.