



# St Andrews Parish Council

Minutes of the Staffing Committee Meeting held on  
Wednesday 23<sup>rd</sup> June 2021 held in Redhouse Community  
Centre, Frankel Avenue, Swindon at 7pm

**Councillors Present:** Jean Blake, Vera Tomlinson (Chairman) and Paul West  
**Officer Present:** Emma Sylvester  
**Public Present:** 0

## 2. APOLOGIES

Apologies were received from Cllrs Fenton and Friend

## 3. ELECTION OF VICE-CHAIRMAN RESOLVED

To elect Cllr Paul West as Vice-Chairman.

## 4. MINUTES RESOLVED

The minutes of the last meetings held on 16<sup>th</sup> December 2020 and 19<sup>th</sup> May 2021 were approved as a true record and signed by the Chairman.

## 5. PUBLIC RECESS

No public present

## 6. OVERVIEW

The Chairman updated the committee on St Andrews Parish Council staff, stating that there were now nine members of staff. The Grounds Maintenance Manager and team of four workers were doing an excellent job. The Redhouse Community Centre (RCC) Manager was doing an excellent job too building up the hirers again after lockdown which was not an easy job, and the two caretakers were looking after the centre well with the kitchen and hallway looking spotless. The Chairman added that at a recent RCC committee meeting it was noted that the centre was in profit by £13k.

The Committee asked for thanks to be passed on to all adding how grateful the parish council is for everyone's hard work.

### RESOLVED

To invite Grounds Maintenance Manager and Centre Manager to future meetings.

## 7. APPRAISALS

The Chairman reported that due to lockdown restrictions no appraisal had taken place during 2020/21. Members discussed timing of next appraisals and current policy.

### RESOLVED

To carry out appraisals in September as detailed in the policy attached in the Minute book.

**8. SALARIES**

Members discussed salaries as budgeted for in December 2020.

**RESOLVED**

To approve salaries as detailed in the spreadsheet attached in the Minute book.

**9. SAFETY PRESCRIPTION GLASSES POLICY**

Members discussed paying for safety prescription glasses for the Grounds Team workers as wearing safety goggles over normal glasses was causing problems especially whilst wearing a mask.

**RESOLVED**

It was agreed to pay for safety prescription glasses as outlined in the policy attached in the Minute Book.

The meeting closed at 7:50pm.

**Chairman** \_\_\_\_\_

**Date** \_\_\_\_\_