



St Andrews Parish Council

Draft Minutes of the Staffing Committee Meeting
Held on Wednesday 14th June 2023 at 6:30 pm
at The Parish Offices, Redhouse Community Centre, Swindon

Councillors Present: Daniel Adams, Mary Friend, Steve Heyes, Vera Tomlinson (Chairman), and Paul West
Officer Present: Emma Sylvester
Public Present: 0

2. APOLOGIES FOR ABSENCE

There were no apologies.

3. Cllr Adams requested to be a member of the Staffing Committee. Members agreed that Cllr Adams could join the committee **RESOLVED** to recommend to Full Council that Cllr Daniel Adams join the Staffing Committee.

4. ELECTION OF VICE-CHAIRMAN **RESOLVED**

To elect Cllr Mary Friend as Vice-Chairman

5. DECLARATION OF INTERESTS

None were declared.

6. MINUTES **RESOLVED**

To approve the minutes of the last meetings held on 23rd November 2022 and 24th May 2023 as a true record and to be signed by the Chairman

7. PUBLIC RECESS

No public present

8. STAFF APPRAISALS

The Chairman reported that all the appraisals had been completed for 2022/23 and said that the Council was lucky to have a remarkable group of staff who all enjoyed their jobs. All Members agreed and discussed the high standard of performance by all employees.

The Chairman reported that only one issue had been raised throughout the appraisals which was the safety of the caretakers going home after working late who did not have their own transport. Members agreed that taxis should be provided. The Clerk reported that there was no budget so it would have to be a decision for Full Council.

RESOLVED

To recommend to Full Council that taxis are provided to take staff home who do not have their own transport when they finish work late

9. STAFF SALARIES

Members considered staff salaries for 2023/24.

RESOLVED

To increase the Deputy Clerk Salary by 1SCP

To increase the hourly pay of two caretakers as detailed in the document attached in the Minute Book who had worked another satisfactory year at Redhouse Community Centre.

The meeting closed at 6:55 pm.

Chairman _____

Date _____