



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk
www.standrews-pc.gov.uk

**Minutes of the Staffing Committee Meeting
Held on Wednesday 28th November 2018 at 6:00pm
At the Parish Offices, Redhouse Community Centre, Frankel Avenue**

Councillors Present: Jean Blake, Sue Cole, Tim Owen, Vera Tomlinson (Chairman) and Melanie Woods
Officer Present: Emma Sylvester
Public Present: None

14 APOLOGIES
Deborah Donohoe

15 DECLARATIONS OF INTEREST
None

**16 MINUTES OF THE COUNCIL MEETING HELD ON 8TH AUGUST 2018
RESOLVED**
That the Minutes be approved as a true record and signed by the Chairman.

17 PUBLIC RECESS
No public present

PRIVATE BUSINESS

18 STAFF ISSUES
(i) Members discussed recommendation from Play Areas and Open Spaces Committee to send Groundsman on PA1 and PA6A courses.

RESOLVED

To approve Groundsman attending 2 courses at a cost of £375 + VAT with Greenway Training.

(ii) Members discussed work of caretakers.

RESOLVED

To approve that both caretakers had successfully completed their probation periods.

To approve training of First Aid and COSHH for caretakers and a delegated decision be given to the Chairman, Vice Chairman and Clerk on the final cost.

(iii) After some discussion it was **RESOLVED** to change the title of Centre Administrator to Centre Manager.

**19 BUDGET
RESOLVED**

To recommend to Full Council that the staffing salary budget for 2019/2020 is as follows:
St Andrews Parish Council Staff - £57,000
Redhouse Community Centre Staff - £63,000

20 DATE OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 6th February 2019 at 6pm.

The meeting closed at 6:50pm.

Chairman _____

Date _____