



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 Tuesday 17th December 2019 at 7:00pm
At the Parish Offices, Redhouse Community Centre, Frankel Avenue**

Councillors Present: Jean Blake, Tim Owen, Fran Quarterman and Vera Tomlinson
Officer Present: Emma Sylvester
Public Present: None

- 9 ELECT A CHAIRMAN
RESOLVED**
To elect Vera Tomlinson as Chairman of the Staffing Committee
- 10 ELECT A VICE CHAIRMAN
RESOLVED**
To elect Fran Quarterman as Vice Chairman of the Staffing Committee
- 11 APOLOGIES FOR ABSENCE**
None
- 12 DECLARATIONS OF INTERESTS**
The Clerk declared an interest in agenda item 9
- 13 MINUTES
RESOLVED**
That the Minutes of the last meeting held on 10th June 2019 be approved as a true record and signed by the Chairman.
- 14 PUBLIC RECESS**
None
- 15 REDHOUSE COMMUNITY CENTRE**
The Centre Manager reported that the week day evening caretaker had resigned and was unable to work his notice period. Members discussed options of bringing in an outside cleaning or extending the hours of casual worker.
RESOLVED
To advertise for a replacement caretaker at £10.50 per hour
- 16 POLICY**
Members considered two draft policies.
RESOLVED
To adopt the two policies, Staff Appraisal Policy and Eye Test Policy, as attached in the Minute Book

The Clerk left the meeting
- 17 CLERK'S SALARY**
Members considered increasing the Clerk's salary due to successful completion of Community Governance.
RESOLVED
To increase Clerk's salary by 1SCP.

The Clerk returned to the meeting

18

BUDGET

Members discussed staff salaries for 2020/21

RESOLVED

To recommend the following budget to Full Council:

St Andrews Parish Council Staff - £62,000

Redhouse Community Staff - £66,000

The meeting closed at 8:16pm.

Chairman _____

Date _____