



# ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

Telephone: 07900 631 733 Email: [clerk@standrews-pc.gov.uk](mailto:clerk@standrews-pc.gov.uk)

[www.standrews-pc.gov.uk](http://www.standrews-pc.gov.uk)

**Draft Minutes of the online Staffing Committee Meeting**  
**Held on Wednesday 29<sup>th</sup> July 2020 at 7:00pm**  
**At the Parish Offices, Redhouse Community Centre, Frankel Avenue**

**Councillors Present:** Daniel Adams, Jean Blake, Tim Owen, Fran Quarterman and Vera Tomlinson (Chairman)  
**Officer Present:** Emma Sylvester  
**Public Present:** None

**1 APOLOGIES FOR ABSENCE**

None

**2 DECLARATIONS OF INTERESTS**

None

**3 MINUTES RESOLVED**

That the Minutes of the last meeting held on 17<sup>th</sup> December 2019 be approved as a true record and signed by the Chairman.

**4 PUBLIC RECESS**

None

**5 GROUNDS MAINTENANCE**

- (i) The Chairman updated the committee on new staff employed for grounds maintenance which include a supervisor and 4 team workers stating that she had received lots of reports of the excellent job they are doing.
- (ii) It was agreed that the Chairman would speak to staff regarding issues raised by the Clerk.
- (iii) Members discussed draft letter regarding final pay for employee who had resigned. It was agreed to send letter.

**6 REDHOUSE COMMUNITY CENTRE**

- (i) The Chairman reported that the Centre Manager would be returning to work on flexible furlough from 1<sup>st</sup> August.
- (ii) Members discussed three caretakers currently on furlough.

**RESOLVED**

To take 3 caretakers off furlough and start back at work on Monday 17<sup>th</sup> August when the centre re-opens.

**7 TRAINING**

Members considered report from Clerk on training for office staff. It was agreed to review this at the next Staffing meeting.

**8 STAFFING**

Members discussed staff salaries for 2020/21

**RESOLVED**

To approve staff salaries as detailed on the sheet attached in the Minute Book

The meeting closed at 8:21pm.

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

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