



**Minutes of the Meeting of the Staffing Committee held on Tuesday 5<sup>th</sup> September 2023 at 7pm at Cuxton Pavilion.**

**Present:** Cllr Wilson (Chair), Cllr Porter, Cllr Thorley, Cllr Manning

There were no members of the public present.

**8) Apologies for absence**

None.

**9) Declarations of interest (DPI, conflict of interest and personal interests) and alterations to the Register.**

Cllr Thorley declared a conflict of interest as a close friend of the Clerk and was advised by KALC to attend the meeting but not vote on outcomes.

**10) Minutes of meeting held on 22<sup>nd</sup> June 2023 – for approval.**

No amendments required. Cllr Porter proposed the minutes be accepted without amendment. Cllr Manning seconded this proposal. All councillors, apart from Cllr Thorley who abstained, voted unanimously in favour of the proposal.

*It was resolved to accept these minutes as a true record of the meeting .*

**11) Review of the Terms of Reference of the Staffing Committee**

Following discussion, it was decided by all Councillors that the Terms of Reference did not require amendment. Cllr Manning proposed the Terms of Reference be signed without amendment. Cllr Porter seconded this proposal. All Councillors voted in favour of the proposal.

*It was resolved to accept the Terms of Reference did not require amendment. Cllr Wilson signed the Terms of Reference document.*

**12) CLOSED SESSION (PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC)**

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public are to be excluded from the Meeting.

A vote will be taken.

Cllr Porter proposed the press and public be excluded from the meeting. Cllr Manning seconded this proposal. All councillors voted unanimously in favour

of the proposal apart from Cllr Thorley who abstained from voting. As no members of the public or press had attended the meeting continued.

**13) Personnel Matter**

**a) Discussion and review of the hours of the Street Cleaner relating to his scope of responsibilities**

The clerk provided details to Councillors of the current salaries of the street cleaners and the revenue received from Medway Council for the financial year 2023/24 in respect of monies allocated to Cuxton Parish Council to be used in respect of the street cleaners' salaries.

Councillor Thorley stated the recent weed clearance undertaken by Medway Norse was not particularly successful and the village needed further improvement. Councillor Wilson proposed, in view of the budget available, the street cleaner's contract (PS) be increased by 3 hours per week from 2<sup>nd</sup> October 2023, to undertake miscellaneous tasks such as weed clearance and leaf blowing and clearance. This additional work to be monitored by the clerk on an ongoing basis. This proposal was seconded by Cllr Thorley. All Councillors voted in favour of the proposal.

*The proposal will be presented to full Council at the next CPC meeting in September 2023 for consideration.*

**14) To consider the resignation of the Clerk/RFO**

**a) Consider resignation and agree handover arrangements**

Following receipt of the Clerk's resignation letter and the agreed notice period having been given, Cllr Wilson confirmed the resignation had been accepted and the clerk's last working day would be Wednesday 25<sup>th</sup> October. The clerk advised he would provide his manual diary to the new incumbent for information. The clerk agreed to handover the laptop, all other equipment and keys in his possession to the Chairman on Wednesday 25<sup>th</sup> October.

**15) To consider the recruitment of a new Clerk/RFO**

**a) Person Specification**

The clerk provided the person specification form used for the previous vacancy in 2022 to Councillors for consideration. Following discussion Councillors agreed no amendments were necessary to the form as a full-time clerk working 35 hours per week would be required.

**b) Job Description**

The clerk provided the job description form used for the previous vacancy in 2022 to Councillors for consideration. Following discussion, Cllr Porter proposed that item 6) be amended from 'to manage the salaries' to 'to ensure the payment of salaries' as the Parish Council use a payroll provider to manage the salaries and the clerk makes payment following receipt of confirmation of the amount to be paid.

**c) Contract**

The clerk provided the contract used for the previous vacancy in 2022 to Councillors for consideration. Following discussion, Cllr Wilson was tasked to check the contract had been recommended for use by KALC (Kent Association of Local Councils).

**d) Advert**

The clerk provided the advertisement used for the previous vacancy in 2022 to Councillors for consideration. Following discussion, Cllr Wilson proposed the following amendments: 'working from home or from the parish office in the Pavilion' to working from home and the parish office in the Pavilion'; 'Idealy' to 'Ideally'; 'work from office or home' to 'work from office/home'. Following further discussion, Cllr Porter proposed the closing date for the advertisement should be Friday 13<sup>th</sup> October with the interviews being held on Saturday 21<sup>st</sup> October.

**e) Application form**

The clerk provided the application form used for the previous vacancy in 2022 to Councillors for consideration. Cllr Thorley proposed the amendment of 'Please give the names and addresses of two persons as referees' to 'Please give the names and addresses of two referees'.

**f) Interview Panel**

Following discussion, Cllrs Wilson, Porter and Thorley volunteered to form the interview panel for the advertised position.

*All recommendations under items 15 (a-f) were proposed by Cllr Wilson and seconded by Cllr Porter. The proposals, with supporting paperwork, will be presented to full Council at the next CPC meeting in September 2023 for consideration.*

**16) Information Exchange**

None

**17) Members Future Agenda Items**

None

**The Chairman closed the meeting at 8:50 pm**

**Signed Cllr Wilson Chairman**

**On the 9th day of January 2024**