

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held on Wednesday the 12th October 2022
at the ClayTAWC Centre, Fore Street, St Dennis.

Present: Cllr Burnett (Chair), Cllr Taylor (Vice Chair), Cllr Clarke, Cllr Mrs T Edmunds, Cllr Sinnott.

In Attendance: Lynn Clarke, Parish Clerk.

The Chair requested that Item 7 on the agenda be brought forwards as Cllr Mrs T Edmunds had to leave the meeting. All present in favour of this decision.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

Cllr Sinnott arrived at 19.55

S25/22 To review the extended probation period of the Office Administrator.

This was discussed at length, after careful consideration it was **Resolved** to re-advertise the position. All present in favour.

Cllr Mrs T Edmunds left at 20.05

Standing Order 1C was withdrawn and the public section of the meeting was re-opened.

S26/22 Apologies

None.

S27/22 Declarations of Interest

None Declared.

S28/22 To review staff wages for budget purposes

It was noted that the national minimum wage for 2023-24 has not yet been agreed but there is speculation that this will be between £10.14 - £10.50. The Committee were informed that the salary increases for 2022 – 2023 had not yet been agreed but a proposition has been put forward to increase all NJC pay points 1 and above by £1925.00 this would be pro rata for the part time office staff.

It was **Resolved** – To allow a budget of £10.50 per hour for casual staff and to allow and additional £2000 per annum for office staff within the salaries budget. All present in favour.

S29/22 To agree the cost of accessing Cornwall Council online training at £30 per year per person for office staff.

Resolved – To approve the costs. All present in favour.

S30/22 To agree the costs of online Health and Safety Training for casual staff.

This was discussed at length, and different options were put forward. It was **Resolved** – to book all three staff onto a basic health & Safety Course, Lone Working Course at cost of £56 + VAT per person. All present in favour.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S31/22 To adopt the minutes of the Staffing Committee Meeting held on the 10th August 2022.

It was **Resolved** to accept the minutes. Cllr Sinnott abstained as not present at the meeting. All other present in favour.

S32/22 To review the probation period of the Data Inputter.

A review meeting has been held and it was agreed that progress is being made with the updating of the computer records.

Resolved – To increase the wages in line with the contract and if required to extend the contract to review the manual EROB files. All present in favour.

S33/22 Matters arising.

None

There being no other business the Chairman closed the meeting at 21.10 pm.

Signed.....Date.....

Chairman of the Staffing and GDPR Committee Meeting