

## ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Thursday  
the 13<sup>th</sup> November 2025 at 19.00

**Present:** Cllr Burnett, Cllr Edmunds, Cllr Kelsey.

**In Attendance:** Lynn Clarke, Parish Clerk.

### **S24/25 Apologies**

None.

### **S25/25 Declarations of Interest**

None.

#### *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'*

### **S26/25 To adopt the minutes of the Staffing Committee Meeting held on the 2<sup>nd</sup> September 2025.**

It was **Resolved** to adopt the minutes with one amendment to the date on the minutes. All present in favour.

### **S27/25 Matters arising from the last meeting.**

- The back pay has been calculated and paid.

### **S28/25 Report from the GDPR review undertaken by Cllr Edmunds.**

The report was reviewed by those present. Recommendations put forward from the report were accepted. It was **Resolved** to recommend to full council that the both recommendations be implemented to further safe guard the Council

1. Cupboard access control: All staff to retain their own key to the cupboard and a spare to be held by a Cllr.
2. Bank payment documentation: Monthly payment schedules should be sent via email to signatories to reduce the risk of confidential information being lost or accessed outside the office.

A copy of the report can be found here.

### **S29/25 To receive an update on the use of the HR software.**

The Clerk advised that this has been trialled for the past month and glitches in the way the system operates have been identified and addressed. The system works well but there are occasions where staff forget to change the location of work. This was discussed at length and it was agreed that there is a need to record hours for different areas. It was agreed that getting used to the system will take time and there will be errors for the first month or so.

It was also highlighted that one member of staff has refused to use the new system as they are not happy about using their own phone for work.

It was agreed to have this as a regular agenda item until the Staffing Committee are satisfied that the new system is running smoothly.

### **S30/25 To undertake an annual salary review**

It was **Resolved** to:

- Increase the maintenance wages by 1 spinal point from the 1<sup>st</sup> April 2026.

- Increase the most qualified maintenance operative by an additional spinal point on the anniversary of appointment.
- Increase the Office Admin by one spinal point on the anniversary of appointment providing appraisal objectives are met.
- Increase the Senior Administrator by one spinal point on the anniversary of appointment providing appraisal objectives are met.
- To increase the Clerk by one spinal point from the 1<sup>st</sup> April 2026.

All present in favour.

**S31/25 to agree the scales and hours for the 26 – 27 budget.**

This was discussed at length and it was **Resolved** to:

Allow for 50 hours per week for maintenance operatives within the budget and to allow and increase of two hours per week each for the Administrative Assistant and the Senior Office Administrator. All present in favour.

**S32/25 To agree the purchase of a Makita impactor.**

This was discussed at length and it was agreed that whilst this would be a beneficial tool the committee could not warrant the spend of £269. It was **Resolved** to purchase a second hand good quality impactor at a cost of £40 (model specification to be circulated to the staffing committee). All present in favour.

**S33/25 To agree the cost of ICLA Training.**

It was **Resolved** to agree the cost of £120 + VAT for the training. All present in favour.

**S33/25 To agree the cost of chainsaw training.**

It was **Resolved** to agree the cost of £450 for the training. All present in favour.

**S34/25 To discuss and agree an allowance for staff using their own phones.**

This was discussed at length and it was highlighted that there is an expectation for staff to use their phones for work related business and since the introduction of the new HR system this has become more prevalent. It was agreed that issuing phones and sim cards would not be cost effective and that as an allowance is already paid to staff for the use of their own vehicles a similar option could be used for phones.

It was **Resolved** to provide an allowance of £5 per month (the cost of a basic sim only contract) for each staff member. Proposed seconded all present in favour.

**S34/25 To review the office staff appraisals and goals set.**

It was noted that both members of staff have settled in well and their initial responsibilities have been adjusted to reflect their strengths.

The objectives set for each staff member remain appropriate, measurable and achievable over the next 12 months.

It was noted that both staff members whilst undertaking training specific to their roles had not undertaken core training as allocated. This is expected to be rectified in the next three months.

Support will be provided to ensure that both members of staff continue to progress within their roles.

There being no other business the Chair closed the meeting at 8.45 pm.

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

Chair of the Staffing and GDPR Committee Meeting

DRAFT