

**LUXULYAN PARISH COUNCIL**

**DRAFT Minutes of the Staffing Committee Meeting**

at the Luxulyan Memorial Institute, 10.30 am, **Monday, 10 December 2018**

**PRESENT:**

Cllr Bob Hatton (Chair), Cllr Margaret Higman, Cllr Keith Bilston and Cllr Francis Payne.

**ALSO PRESENT:**

Clerk to the Parish, Mrs Christine Wilson. No Members of the Public.

**ABSENT:**

Cllr Kay Baker.

**ABBREVIATIONS:**

Councillors are usually abbreviated with their initials; LPC – Luxulyan Parish Council; CALC – Cornwall Association of Local Councils

*The meeting began at 10.30 am.*

**18/1 Apologies for absence**

Cllr K Baker.

**18/2 Closed Meeting**

It was **RESOLVED** in accordance with the Public Bodies (Admission to Meetings) Act 1960 that, due to the confidential nature business to be discussed, the meeting would be closed to the public (proposed BH, 2<sup>nd</sup> KBi).

**18/3 Declarations of interest**

There were no declarations of interest or requests for dispensation.

**18/4 Minutes**

The committee **RESOLVED** that the minutes, as read, of the staffing meeting of 8 May 2018 were a true and correct record (proposed KBi, 2<sup>nd</sup> FP).

*The clerk left the room for the duration of the discussion and vote on the next item 18/5.*

**18/5 Clerk's Salary Point**

After consultation with CALC regarding the clerk's salary point, it was **RESOLVED** (proposed KBi, 2<sup>nd</sup> MH) to accept CALC's recommendation of Spinal Column Point 31 on the National Joint Council for Local Government Services (NJC) pay scale. This recommendation will be considered by full council at its next meeting.

At the council's request (Minute 17/151.G) CALC had sent questionnaires to the clerk and four councillors, chosen by the council, regarding the Clerk's responsibilities. It also looked at the Job Description reviewed and adopted by the council in September 2016. The NJC uses four local council profiles to form the benchmarks for salary. CALC placed Luxulyan Parish Council under Profile 2 and the clerk's salary in the mid-range or 'substantive benchmark range' for Profile 2, which includes Spinal Column Points 30-34.

**18/6 The Clerk's Laptop**

The clerk's laptop is not really fit for purpose any longer because it has a number of performance issues and is 10 years old; it has a habit of slowing down for no apparent reason. After discussion of a number of working solutions, it was **RESOLVED** to

recommend to full council a new laptop for the clerk to be purchased as soon as possible (proposed KBi, 2<sup>nd</sup> BH).

18/7 Final Recommendations from the Chair's report "Feb 2018"

After a review of the document, it was **RESOLVED** unanimously (proposed KBi, 2<sup>nd</sup> BH) to rescind the Recommendations approved at the staffing meeting of 8 May 2018 and remove the document from the Clerk's employment record.

18/8 Other items for report

There were no other items for report.

18/9 Business for the next meeting

The clerk will send an Appraisal form to the Chair in July 2019 so her appraisal can be considered at the next meeting in September 2019.

18/10 Date of next meeting

September 2019, day to be determined.

*The Chair thanked everyone and the meeting closed at 11.30 am.*

*Mrs C Wilson ~ Parish Clerk ~ 10 December 2018*