

BLOXHAM PARISH COUNCIL – STAFFING COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY 21 FEBRUARY 2022 AT 7.30PM AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM

PRESENT: Councillors Joanna Barton, David Bunn, Daniel Goodwin and Leonard Leigh.

1/21 Declarations of Interest – There were no declarations of interest. Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

2/21 Appointment of Chairman 2021/2022 – Councillor Goodwin asked for nominations for Chairman of the Committee for 2021/2022.

Resolved that Councillor Leigh be appointed as Chairman for 2021/2022.

3/21 Minutes - The minutes of the meetings held on 22 March 2021 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

4/21 Matters Arising – There were no matters arising.

5/21 Terms of Reference – Prior to the meeting, the terms of reference had been circulated to the Committee.

Recommended that the Terms of Reference for the Staffing Committee for 2021/2022 be approved.

6/21 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 7/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

7/20 Staffing – The Committee discussed the role, appraisal and salary of the Clerk and Responsible Financial Officer.

Recommended that:

- 1) the Clerk and Responsible Financial Officer's appraisal for 2021/2022 be noted;
- 2) the Clerk be permitted to carry over 5 days = 21.5 hours of annual leave from the 21/22 year to 22/23; and
- 3) from 1 April 2021, the Clerk and Responsible Financial Officer's salary be increased to SCP 28 of the National Joint Council for Local Government Services salary scales.

Action TG

(The meeting ended at 8:30 pm)

Chairman