

**Locum Clerk to the Council/RFO: Shaun Jones**  
**Chairman: Cllr Mr Mark Underwood**

Minutes of a meeting of the Staffing Committee convened on Monday 11 January 2021 at 7.30 pm via Zoom Video Conferencing.

Present: Cllrs Parkhurst (Chair); Jones; Whittall & Underwood;

In attendance: Cllrs Clode & Clarke - Locum Clerk, Shaun Jones

S15.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.

S16.20/21 **DECLARATIONS OF INTEREST** – None.

S17.20/21 **MINUTES** – The draft minutes of the meeting held on 30 November 2020 were presented for approval as a true record, proposed MU, seconded JW to accept - unanimously approved and signed by the Chair.

S18.20/21 **AMENITIES ADMINISTRATION ROLE** – After a brief explanation from SJ and some discussion by members a **motion was proposed AP and seconded FJ to approve a further 3 month period (estimated cost £1,661) with the arrangement finishing on 30<sup>th</sup> April 2021 – All in favour – motion carried.** JW advised members of positive feedback received while Sally Page has been in post and AP asked for this to be passed by SJ to SP.

S19.20/21 **EXCLUSION OF THE PRESS AND PUBLIC** – **Motion proposed JW, seconded MU** – It was unanimously resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.

S20.20/21 **REVIEW OF STAFFING STRUCTURE AT BAYSTON HILL PARISH COUNCIL** – following on from the last meeting members are reviewing more input on how BHPC may re-organise their staffing to meet the needs of the council and still wishing to gain a clearer picture on options to outsource some function of maintaining the amenities currently managed in-house – if both quality and cost make it prudent to undertake. After all members were invited to state their view, **MU proposed, AP seconded that the suggested organisation chart tabled by the Locum Clerk is deemed the preferred option and will be subject to further analysis, particularly the job descriptions attributed – All in favour.** SJ agreed to publish draft job descriptions. As a follow on, it was **proposed by AP and seconded CC that the budget for 2021/22 should see the estimated costs associated with the preferred option reflected in the staffing section for the next FY. 5 members in favour and 1 against – Carried.**

***The meeting closed at 8:50pm.***