

**MINUTES OF THE STAFFING COMMITTEE MEETING OF KEMPSEY  
PARISH COUNCIL HELD ON MONDAY 16<sup>TH</sup> MAY 2011 AT 7.30 p.m. AT  
KEMPSEY COMMUNITY CENTRE**

**PRESENT:** - Mr. J Michael (in the Chair) Mrs. P.Gerrard & Mrs. C Campbell

**IN ATTENDANCE:** - Clerk Sharon Baxter

**APOLOGIES FOR ABSENCE:** Mr. D Harrison

1. **Office Computer** - The Clerk explained the difficulties both herself and her assistant were experiencing in that the office computer system was not compatible and that they couldn't gain access to shared files and the email system was not linked together causing further problems.  
Advice given was to obtain quotes explaining what was required and looking at the cost implications and security aspect. In the first instance to contact Mr. Campbell who helped to set up the computer system initially and see if the spare PC database could be used as a server to enable the two computers to talk to each other.
2. **Increase in Assistant Clerk's Hourly Rate** - A request was made to increase the Assistant clerk's hourly rate to bring in line with national pay scales. The Clerk advised that the assistant was currently receiving remuneration at the rate of £7.30 per hour, and requested that an increase to £7.657 per hour be made in accordance with Salary point SCP11.
3. **Increase in Assistant Clerk's Contractual Hours** - Due to the increase and demands of work situation a request was made to increase the assistant's clerk's hours from 10 to 15 per week. The extra hours would be worked as an extension to the current arrangements.
4. **Change of Hours for Clerk** – With the increase and demands of the workload the Clerk requested if she could increase her hours from 27 per week to 37. The staffing committee calculated the extra costs involved in doing so and questioned if sufficient funds were available. The clerk highlighted that the Parish Council was holding more than twice the agreed reserves amount so did not foresee this as a problem. However if agreed would be budgeted for in future

**Conclusion** – The Staffing Committee approved of all the above requests which will be placed on the June Agenda and discussed under confidential session as Staffing Matters for further discussion.

**Meeting Closed at 8.15pm**

Sharon Baxter  
Clerk