



**MINUTES OF THE STAFFING COMMITTEE OF
KEMPSEY PARISH COUNCIL MEETING
HELD ON FRIDAY 15 SEPTEMBER 2017 AT 11.30 AM.
AT KEMPSEY COMMUNITY CENTRE**

PRESENT: - Cllr Geens, Cllr Smith and Cllr Gerrard

IN ATTENDANCE: - None.

1. Apologies: - Cllr Michael (Personal) and Cllr Hodgkins (Ill health) – accepted.
2. Declaration of Interests:
 1. Register of Interests: Councillors’ were reminded of the need to update their register of interests.
 2. Disclosable Pecuniary Interests (DPI) – None
 3. Other Disclosable Interests (ODI) – None

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| No Public present |
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3. Minutes: It was noted the minutes of 30.03.16 had already been signed and it should be the minutes of 27.04.16 that are to be signed. This discrepancy had occurred, as the Parish Office did not have a copy of them. The Chairman read out the minutes of the meeting of 27.04.17 which were then confirmed to be a true and correct record and signed accordingly.
4. Cllr Geens and Cllr Smith confirmed they had spoken to a person who is prepared to help cover for the Clerk for sickness absence, on a flexible basis up to 10 hours per week, over 2 days.
A suggested rate of pay of £11.00 per hour was discussed and recommended amongst members of the Committee, using the National Pay Scales as guidance.
Cllr Geens is to contact CALC to enquire about a temporary clerk to cover meetings.
Cllr Geens & Smith are also prepared to cover the Parish Office for a few hours a day on a couple of days per week during the Clerk’s absence.
A hand over period should be implemented as soon as possible to allow the Clerk to train the person who is to cover for her.
As time dictates, it was felt cover should be arranged as soon as possible and an EOM is to be arranged for Monday 25th September 2017 at 7.00pm

RECOMMENDATION: To agree temporary appointment and pay rate for sickness cover for the Clerk.

5. A.O.B - None

Meeting Closed at 12. 13 pm
Sharon Baxter
Clerk

Signed.....Chairman.....Date

