

**Minutes of Staffing Committee Meeting  
held on 23<sup>rd</sup> September 2019  
Kimpton Memorial Hall at 7.30 pm**

**Present:** Cllr N Burns, Cllr S O'Brien, Cllr D Reavell (Chairman)

**In attendance:** Mrs C Helmn

---

- SC19/001      **Apologies**  
To receive and accept apologies for absence  
None.
- SC19/002      **Interests**  
a) To receive declarations of interest from councillors on items on the agenda  
None.  
b) To receive written requests for dispensations for declarable interests; and  
None.  
c) To grant any requests for dispensation as appropriate  
None.
- SC19/003      **Minutes**  
To approve as a true and accurate record the minutes of the Staffing Committee meeting held on 5<sup>th</sup> September 2018  
**Resolved**, proposed Cllr O'Brien, seconded Cllr Reavell that these minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.
- SC19/004      **Exclusion of Press and Public**  
To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to confidential nature of the business to be transacted, namely staff matters.  
**Resolved**, proposed Cllr O'Brien, seconded Cllr Reavell, that members of the press and public be excluded from SC19/005 due to confidential nature of the business to be transacted, namely staff matters. Unanimously agreed,
- SC18/005      **Staff matters**  
To review annual staff appraisal and development
- Assessment
- a) The Chairman thanked the Clerk for her work during the past year on behalf of the council and working parties. No matters of concern were raised.
  - b) The Clerk had no concerns regarding her terms and conditions of employment.
  - c) The Kimpton Village and Kimpton PC websites have been kept up to date with new features added. This is an intrinsic part of the workload for the

Clerk who will review the impact of the council's online presence and continue to develop the websites.

- d) Volunteer work at Kimpton Primary School has not been undertaken and this will not be pursued.

Professional Development

- e) Training - a list of training courses attended by the Clerk or presented by her during September 2018 and September 2019 was discussed, attached. It was agreed that a summary of the content of these courses would be reported to the council. A study visit to Harpenden Town Council covering '*Health, Wellbeing and Environment*' on Friday 20<sup>th</sup> March 2020 was highlighted as being of interest to Kimpton PC.

- f) The work of the Clerk is derived from the Kimpton Parish Council action plan and the ambitions of the councillors. Using working parties for the detailed work of council business has been successful in most part, although some progress is needed for a couple. This will be addressed in the coming months together with re-prioritising the action plan contents to align with developments locally.

To review terms of employment

The Parish Clerk's salary will remain at SCP38, subject to the national pay award effective from 1<sup>st</sup> April 2020.

SC19/005

**Next meeting**

To agree date of next meeting of the Staffing Committee

**Monday 14<sup>th</sup> September 2020** at 7.30pm in the Parish Room.

The meeting closed at 8.05 pm.

Chairman..... Date.....