

**Minutes of Staffing Committee Meeting**  
**held on Tuesday 21st September 2021**  
**Parish Room, Kimpton Memorial Hall at 17.30**

**Present:** Cllr N Burns, Cllr J Marsh, Cllr D Reavell (Chairman)

**In attendance:** Mrs C Helmn

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- SC21/001      **Apologies**  
To receive and accept apologies for absence  
None.
- SC21/002      **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.
- SC21/003      **Minutes**  
To approve as a true and accurate record  
**Resolved**, proposed Cllr Reavell, seconded Cllr Burns that these minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman of the Staffing Committee. Unanimously agreed.
- SC21/004      **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 agenda item SC21/005 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 Reavell, seconded Cllr Burns that members of the press and public be excluded from SC21/005 as publicity would be prejudicial to the public interest due to confidential nature of the business to be transacted, namely staff matters. Unanimously agreed.
- SC21/005      **Staff matters**  
To review annual staff appraisal and development
- Assessment
- a) The Clerk/RFO provided feedback that the Scribe software, introduced in April 2021, has reduced time spent on cashbook administration with the additional feature of being able to upload supplier invoices. Easy invoice creation and a button to transfer invoices to receipts has been a welcome improvement to the efficiency of financial process.

- b) The report to the staffing committee on training courses attended and other training opportunities was discussed, see attached. The meeting discussed the benefits for the council from having a Clerk kept up to date on matters relating to the parish council sector. Although many development opportunities are due to the separate role of the Parish Clerk as County Officer, HAPTC, Councillors were keen to have recorded the tangible benefit for Kimpton Parish Council e.g. internal control course informed the review of KPC internal control process and policy, social media courses transferred into the use of FaceBook and posts for KPC. For Kimpton attending a Greening campaign online session then led to Councillors being encouraged to attend to inform the roll out of the Greening Kimpton campaign. It was highlighted that learning should be transferred to councillors to build capacity within the council.
- c) The Staffing Committee discussed the implications on the work of the Clerk should the parish council resolve that the management of Recreation Ground pavilion and pitch is taken back from the Rugby Club and bought under the direct control of the council. It was suggested that a number of councillors support the clerk in being responsible for the practical implementation of any agreements set up between users and the council, particularly in the enforcement of standards of cleanliness in the pavilion. The council should also set up a mechanism for dealing with any disputes, changes in terms and conditions and letting arrangements.

Development

- a) Continue accessing information and knowledge with an objective of providing a summary, including their benefit, for the council.
- b) The council are highly satisfied with the work of the Clerk.

SC21/006

**Next meeting**

To agree date of next meeting of the Staffing Committee  
 Monday 12<sup>th</sup> September 2022, 17.30 at Parish Room, Kimpton Memorial Hall.

Meeting closed at 18.25.

Chairman.....

Date.....