



# Broomfield and Kingswood Parish Council

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## Minutes of the Meeting of the Parish Council Staff Committee

Minutes of a closed meeting of the Broomfield and Kingswood Parish Council Staffing Committee held at The Whispers, Whitehall Drive, Kingswood, on Wednesday 07 November 2018.

**Present:** Cllr Tina Clark    Cllr Mike Darling (Chair)    Cllr Peter Page    (3)

RFO: Mrs Gail Gosden

Parish Clerk: Mrs Pam Bower

Cllr Darling opened the meeting at 5.38pm

Min No		Action
SC 190	<p><b>Apologies for absence:</b> All members present</p>	
SC 190	<p><b>Councillor Declarations:</b> There were no Councillor declarations</p>	
SC 191	<p><b>Precept requirements</b> 191.1 Annual Pay, Expenses &amp; Conditions Review – Councillors discussed and confirmed the following points:- That any pay variations would be considered upon successful completion of the CiLCA qualification. There will be no changes to room and mileage expenses. There will need to be plans in place between employees for cover during periods of annual leave and sickness. The RFO advised that KALC do operate a locum register if needed. Councillors agreed that there should be a minimum annual review of 'home working' conditions with an appropriate Health and Safety policy. RFO to forward current home working check sheet to committee members. It was agreed the outgoing Clerks Retirement Gratuity would be enhanced to £3,125 to reflect the additional months of employment after October 2018. 191.2 Recruitment, Procedure and Expenditure for 2019/20 – Councillors concluded that the new RFO/Assistant Clerk should commence employment from 01 April 2019, there would be a brief handover period with the temporary RFO. Equipment for the Assistant Clerk would be confirmed upon commencement of employment, including computers, phones etc. It was agreed that the Staff Committee should automatically meet quarterly each year from 2019. The Clerks personal review will continue on a three monthly basis until further notice or as and when required. The Clerk and RFO were asked to manage their hours within their contracted terms, i.e. Clerk 20 hours per week, RFO 50 hours per month to maintain budgetary constraints.</p>	RFO

**Signature** \_\_\_\_\_

<b>SC 192</b>	<p>191.3 Any additional expenditure – Councillors unanimously agreed that expenses incurred during networking events should be capped at £20.00 per employee for up to three events per year. In conclusion Councillors unanimously agreed that the precept request for 2019/20 for Staff Costs should be £40,000.</p> <p><i>The Clerk left the meeting at 6.55pm</i></p> <p><b>Any other information</b></p> <p>The temporary RFO confirmed that the latest end date of her employment would be 26 April 2019. It was agreed the next date for a Staff Committee meeting would be 06 February, 2019.</p> <p>There being no further business Cllr Darling closed the meeting at 7.05pm</p> <p style="text-align: right;"><b>Signed</b> _____</p>	
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