

Minutes of the Staffing & Establishment Committee 21<sup>st</sup> May 2019 at 6.30pm  
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**PRESENT:**

**COUNCILLORS: -**

K BARKER  
K EVANS  
M BAILEY (Left the meeting at 8pm)  
M CALLEN  
A THOMAS  
A WALKER

**IN ATTENDANCE:**

G Humphries Clerk and RFO  
G Wells

**2019/SE009 Apologies for absence**

There were no apologies with all committee members in attendance.

**2019/SE010 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests**

No Interests were declared

**2019/SE011 Public Session**

There were no members of the Public or Press present.

**2019/SE012 Minutes**

The Committee resolved to approve the minutes of the Committee meeting on 25<sup>TH</sup> March 2019 subject to slight amendment of item 2019/006.

Proposed: Cllr Callen                      Seconded: Cllr Bailey

**2019/SE013 Staffing Issues**

Report received by Committee from Clerk. Cllr Wells cascaded information regarding Appeal Meeting and confirmed decision was based on current actions not previous actions. Proposed improvement plan was **APPROVED** by Committee Members

Proposed Cllr Callen                      Seconded Cllr Barker

**2019/SE014 Caretaker / Keyholder Review**

Committee **APPROVED** for Cllr K Barker to call a new meeting with Caretakers and Keyholder to discuss way forward with Consultation.

Proposed: Cllr Callen      Seconded: Cllr Walker

**2019/SE015 Aim and Objectives 2019**

Committee agreed following Aims and Objectives for coming year

- 1) Resolve Cleaning and Caretaker Role
- 2) To Achieve Co-operative Staff
- 3) To Complete Staff annual appraisals
- 4) For Staff to hold quarterly team meetings
- 5) Hand over Newsletter to staffing

Proposed Cllr Barker                      Seconded Cllr Thomas

**2019/SE0016 Information Exchange**

- a) Chairman had nothing to discuss
- b) Clerk had nothing to discuss

**2019/SE017 Chairman to close the meeting.**

The meeting was closed by the Chairman at 9.30pm