

## MARKS TEY PARISH COUNCIL



Minutes of the Staffing & Establishment Committee 10<sup>th</sup> February 2021 at 2.30pm held remotely on Zoom  
[www.marksteyparish.org.uk](http://www.marksteyparish.org.uk)

### **PRESENT:**

### **COUNCILLORS: -**

G WELLS  
A THOMAS  
M CALLEN  
M BAILEY

### **IN ATTENDANCE:**

G Humphries Clerk and RFO

### **2021/SE001 Apologies for absence**

No apologies

### **2021/SE002 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests**

No interests were declared

### **2021/SE003 Minutes**

Members reviewed minutes from committee meeting held on 10<sup>th</sup> December 2020. Minutes were **APPROVED** and duly signed by Chair.

Proposed Cllr M Callen

Seconded Cllr A Thomas

### **2021/SE004 Public Session**

No public in attendance

### **2021/SE005 Keyholder / Cleaner Contract**

Members discussed current contract and role going forward. Members **APPROVED** to extend current fixed term contract for further 3 months at 10 hours. To be reviewed once lockdown restrictions eased.

Proposed Cllr M Callen

Seconded Cllr A Thomas

### **2021/SE006 Cleaner Contract**

Members discussed current contract and role going forward. Members **APPROVED** to extend current fixed term contract for further 3 months at 10 hours. To be reviewed once lockdown restrictions eased.

Proposed Cllr M Callen

Seconded Cllr A Thomas

### **2021/SE007 Office job evaluation**

Members discussed report from Clerk regarding a job evaluation for office staff. Chair requested a working party be formed to go through current role profiles and discuss Council requirements in the future taking into account the finding of the booking review. Once this has been completed to bring to full council with regard to Job evaluation. Working party to include Cllr Callen, Cllr Thomas, Cllr Wells and Cllr Bailey. Chair to arrange.

### **2021/SE008 Information Exchange**

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

### **2021/SE009 Chairman to close the meeting.**

Meeting closed at 4.15pm