



WELLESBOURNE and WALTON PARISH COUNCIL

Minutes for a meeting of the Office & Staffing Committee of the Council on Monday 29th April 2019 at 10.00am at the Parish Council Office at 2 School Road, Wellesbourne

Present: Chairman: Cllr Mrs Bolton Councillors: Barritt, Mrs Prior, Shepherd Clerk: Mrs Scriven
Members of public: 0

1. **Welcome**
2. **Apologies for Absence** - none
3. **Declarations of Interest** - none
4. **Confirmation of the order of the Agenda** - agreed
5. **Identification of any items that might be resolved for confidential session** - none
6. **Confirmation of the minutes 4th March 2019** - agreed
7. **Matters arising** (not included in the agenda)

Action: Letter to be sent to Mr Crossling (County Secretary – WALC) regarding the approach made to Clerks to give appraisal feedback on Clerks of neighbouring Councils, stating this approach if to be made at all should be via the Chairman.	By: Clerk
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8. **Open Session for members of the public to raise any matters of relevance to the Parish** - none
9. **Budget – 2018/19**
- 9.1 End of year update – Cllr Mrs RB noted there had been no overspend in any budget area during 2018/19.

10. Office matters

- 10.1 Basement clearance remained outstanding due to workload and leave.
 - 10.1.1 Consideration of Retention Policy – Cllrs considered the retention policy, confirmation of the timescales for retention were to be checked by the Clerk.
 - 10.1.2 Proposed schedule – Phase one would entail separation of each year into year date boxes by the end of September.
 - 10.2 Councillor shared drive – Cllrs were now using this facility.
 - 10.2.1 Order of files – Cllrs confirmed the appearance of the order in which files were displayed was now satisfactory.
 - 10.2.2 Uploaded documents – documents were now uploaded as requested
- The CAT (Customer Access Terminal) giving members of public access to SDC via a SKYPE link was now well used by members of the public for renewal of parking permits, housing enquiries and for scanning important documents and was proving to be a useful service for the community. Village Design Statement still to be added.

11. Staffing matters

- 11.1 Staff leave & overtime report - noted
- 11.2 Appraisals update Cllr AP – The staff appraisals were to be arranged
- 11.3 Consideration of purchase of mobile for use by staff – Cllr AP had sourced a suitable mobile phone and pay as you go service for the office staff to use when lone working and it was agreed that this be purchased for staff as soon as possible.

Action: Purchase PAYG phone and sim card	By: Cllr Mrs Prior
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- 11.4 Temporary cover for any RFO absence – Several large local Councils were contacted to see how they arranged emergency cover but no resolution to the matter was forthcoming. The RFO was to contact SAGE to see if they offer a service to their members.

Action: Contact SAGE	By: RFO
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- 11.5 Staff training – The Administration Assistant would be attending a Social Media Course with WALC and any other relevant courses would be brought to the Council’s attention.

12. Future of Office & Staffing Committee

Recommendation that due to the reduced number of Councillors the O&S committee would not be reinstated but with a review of this decision in 6 months’ time. Prop Cllr Mrs Bolton, 2nd Cllr Mrs Prior, carried.

13. Cllr and Clerk exchange of information - none

There being no further business to discuss, the meeting closed at 11.15am

Chairman...Cllr..... Signed.....Date..... (completed 29.4.19)

