

WELLESBOURNE & WALTON PARISH COUNCIL

Minutes for a meeting of the Office & Staffing Committee of the Council on Tuesday 29th November 2022 at 7.30pm at the Methodist Hall, Bridge Street, Wellesbourne

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

1. **Welcome and announcements**
2. **Apologies received** – Cllr Blake
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 Minutes of 11th October 2022** - agreed
7. **Open Session for members of the public to raise any matters of relevance to the Parish** - none
8. **Budgets**
 - 8.1 Budget 2022/23 - review of current expenditure -It was noted that the payroll may go above budget due to the late settlement of the salary scales by NALC.
 - 8.2 Budget 2023/24 – confirmation of budget – this had been accepted by full council.
9. **Future site of Parish Council offices** – update Cllr AP
 - 9.1 Architect plans – for consideration and discussion -Cllrs considered the plans presented.
 - 9.2

Recommendation to approach Walton Estate with the plans	Prop Cllr AP, 2 nd Cllr RB carried
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9.3

Recommendation to get quotes for build costs of Parish Council offices based on architect plans subject to approval of Walton Estate	Prop: Cllr AP, 2 nd Cllr DB carried
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9.4

Recommendation to discuss the plans with the Village Hall Management Committee if approved by Walton Estate	Prop Cllr AP, 2 nd Cllr AS carried
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10. **Staffing matters**

- 10.1 Appointment of new Assistant Clerk update – A start date and hours of work had been finalised with the new Asst Clerk.
- 10.1.1 Office opening hours discussion – Cllrs considered the office open hours in conjunction with minimisation of lone working.
- 10.1.2

Recommendation to change office opening hours to afternoons only	Prop Cllr AP, 2 nd Cllr AS carried
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- 10.2 Annual leave update – to be sent to Cllrs when updated with the new Asst Clerk's leave detailed.
- 10.3 Appraisal schedule – The Clerk's appraisal has been carried out, the RFO appraisal was to be arranged in December.

11. **Cllr and Clerk exchange of information** - none

12. **Date of next meeting** – 21st February 2022

There being no further business to discuss, the meeting closed at 8.45pm

Chairman.....Cllr Mrs Prior.....

Signed.....

Date.....

(Completed 30/11/22)