

# WELLESBOURNE & WALTON PARISH COUNCIL

**Minutes for a meeting of the Office & Staffing Committee of the Council on Tuesday 21st February 2023 at 7.15pm at the Methodist Hall, Bridge Street, Wellesbourne**

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

1. **Welcome and announcements**
2. **Apologies received** - 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** - Item 9.1 as refers to lease/contracts - agreed
6. **Confirmation of Minutes of 29<sup>th</sup> November 2022** - agreed
7. **Open Session for members of the public to raise any matters of relevance to the Parish** – none

Cllr Mrs Bolton joined the meeting

## 8. **Budgets**

8.1 Budget 2022/23 - review of current expenditure – Cllrs considered the budget to be on track. It was agreed that the underspend on Capital Sums allocated to each of the committees should be carried forward at year end.

## 9. **Future site of Parish Council offices**

9.1 Chairman's update – Cllr AP - **Moved to confidential session**

9.2 Working towards a paperless Council

9.2.1 Consideration of costs - Councillors made a comparison of paper v electronic means of getting Council documents. It was agreed that whilst there was an initial loss of revenue to purchase tablets/iPads for Cllrs, over time this would reduce the time spent by office staff

## 10. **Staffing matters**

10.1 Annual leave update – A report showing remaining leave was noted by Cllrs. It was agreed 4 days leave to be carried forward for the Clerk due to her extended period of lone working during the appointment of an assistant, to be taken within 3 months (by 30 June 2023)

10.2 Appraisal – The appraisals had been completed, Mr Thomas had been appraised as RFO but not yet as Assistant Clerk as this role was still in its probationary period. It was noted that Mr Thomas had started the ILCA training programme.

## 11. **Cllr and Clerk exchange of information**

Clerk – Correspondence from Peter Clerk requesting participation in a Community Easter egg competition. Cllrs agreed to support this and the Chairman confirmed she would make a donation toward the cost of the prize hamper or purchase an Easter egg to include in the hamper.

Action: Let Peter Clarke know the PC are happy to participate	By Office
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Cllr Mrs Prior – 1000 green snowdrop bulbs were purchased for Dog Close by the Street Fayre Committee, recently planted by volunteers

## 12. **Date of next meeting** – 25<sup>th</sup> April 2023

Under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under Paras 1 and 11 and Part 1 Schedule 12A of the said Act, that the public be excluded.

## CONFIDENTIAL

### 9.1 Future site of Parish Council offices

Consideration was given by Cllrs as to where the PC offices might relocate at the end of its current lease and how the cost of moving offices would impact the Council financially as well as practically.

There being no further business to discuss the meeting closed at 8.10pm

Chairman...Cllr.....

Signed.....

Date.....

(22<sup>nd</sup> February 2023)