

WELLESBOURNE & WALTON PARISH COUNCIL

Minutes for a meeting of the Office & Staffing Committee of the Council on Tuesday 15th August 2023 at 7.30pm at the Methodist Hall, Bridge Street, Wellesbourne

Present: Chairman: Cllr Barton Councillors: Mrs Bolton, Mrs Prior, Shepherd Cllrs (non committee members) Davies, Mrs Jackson
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** - add new no.5 Appointment of a Vice Chairman and renumber - agreed
5. **Appointment of a Vice Chairman** – Cllr DB prop Cllr Mrs Bolton be appointed, 2nd Cllr AS – no other nominations - carried
Cllr RB abstained
6. **Identification of any items that might be resolved for confidential session** – item 13 Wellesbourne & Walton News as an external organisations business - agreed
7. **Confirmation of Minutes of 25th April 2023** - agreed
8. **Matters arising** (not otherwise included on the agenda)
 - 8.1 Quality Assurance Scheme update – Cllrs noted the application instructions had been downloaded and the website housekeeping was being addressed.

Action: Cllrs agreed to look at what level of entry to select once the entry criteria had been met.

9. **Open Session for members of the public to raise any matters of relevance to the Parish** - none
10. **Office matters**
 - 10.1 Chairman's report – noted
 - 10.2 Paperless Council update – Cllrs noted the need to download meeting papers before the meeting would not be necessary once wifi was available.
 - 10.2.1 Laptop carry bags quotes – Cllrs agreed protective carry cases for meeting laptops were necessary.
 - 10.2.1.1

Recommendation to purchase 11 laptop cases from the office Special Project budget to a maximum of £250 + vat	Prop Cllr AS 2 nd Cllr AP carried
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 - 10.3 New Parish Council offices progress update – Cllr AP/Clerk had met Sheldon Bosley agents to discuss requirements for the building and drawings had now been compiled for submission to SDC planning. It was noted that a call for quotes from local tradespersons had gone out and a day to site visit would be arranged early September.

Action: Arrange a date in Sept for tradespersons to site visit with Cllrs for the purpose of quoting all required jobs	By: Cllr AP/Clerk
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11. **Staffing matters**
 - 11.1 Annual leave report – noted
 - 11.2 Staff appraisals – Cllrs noted these had been successfully carried out by Cllr AP/DB/Clerk.
12. **Budget**
 - 12.1 Budget position update – it was noted that whilst there was underspend currently this related to the redecoration of the offices on completion of the current lease.
13. **Wellesbourne & Walton News** – moved to confidential session
 - 13.1 Risk Assessment for WWNews - noted
14. **Cllr and Clerk exchange of information** - none
15. **Date of next meeting** – to be agreed
Cllr Mrs Jackson left the meeting

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

Item 13.1 Wellesbourne & Walton News – Cllrs discussed the information provided by the team who produce the WWNews

Action: Look at similar publication costs and associated running requirements (people)	By Cllrs DB/HD
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There being no further business to discuss, the meeting closed at 8.45pm

Chairman..... Signed.....

Date.....2023