



Minutes of a Meeting of the STAFFING COMMITTEE

held in the Parish Office, Benetfeld Road on
Tuesday 31st October 2023 at 7pm

PRESENT: Cllrs: Paul Beal, Steve Collett, Dave Ellis, Mark Feazey, Katherine Giles & Ian Leake
Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk;

5 APOLOGIES FOR ABSENCE

None.

6 DECLARATIONS OF INTERESTS

None.

7 PART II - STANDING ORDER 3C

It was proposed by Cllr Leake, seconded by Cllr Ellis and **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

8 CLERKS REPORT

Councillors considered the report and were updated regarding the staff costs, roles and current training. It was noted that the Council Administrator and Amenity Administrator would both be finishing their ILCA qualifications soon and at least by Christmas 2023. The Clerk will be finishing her CILCA qualification as soon as possible and at least by the end of the Council year in May 2024.

9 STAFFING STRUCTURE

Looking ahead to the possibility of Binfield Parish Council taking on the management of the Binfield Health and Community Hub, Councillors considered the staff roles and responsibilities. It was agreed that the Clerk investigate the skillsets of current staff and the skills needed for the current building and possible Community Hub. Also considered was the possibility of an extra member of staff to be available as required at the Community Hub. Nevertheless, for any start-up of running the new building, it was proposed by Cllr Ellis, seconded by Cllr Feazey and **RESOLVED** to recommend to Council that the current staff cover the staffing requirements for the first three months in order to gather information of what the staffing requirements are likely to be with costs being taken from CIL funds.

Meeting closed 8.00pm