



Minutes of a Meeting of the STAFFING COMMITTEE

held in the Parish Office, Benetfeld Road on
Tuesday 6 February 2024 at 7.20pm

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

16 **APOLOGIES FOR ABSENCE**
None.

17 **DECLARATIONS OF INTERESTS**
None.

18 **REVIEW OF PREVIOUS MINUTES**

19 **CLERK'S HOURS**
Councillors considered the report outlining the increased workload that will be required following the opening of the Binfield Community Centre. It was proposed by Cllr Leake, seconded by Cllr McLean and **RESOLVED to RECOMMEND TO COUNCIL** that the Clerk's job be made a full time post with immediate effect.

20 **STAFF HOURS**
Councillors considered the report regarding the increased workload for all staff that will be required preparing the opening of the Binfield Community Centre. It was proposed by Cllr Leake, seconded by Cllr Ellis and **RESOLVED to RECOMMEND TO COUNCIL** that extra hours undertaken by the staff in February to March 2024 be paid as overtime at the current rates, funded from CIL funds. These hours would be recorded separately with an explanation of the work undertaken.

21 **STAFF TRAINING**
Councillors considered the proposal regarding training in Procurement. It was proposed by Cllr McLean, seconded by Cllr Collett and **RESOLVED to RECOMMEND TO COUNCIL** that the training be undertaken by staff and Councillors and it was noted that the Training Budget would be overspent but this would be covered by the general underspend at year end.

22 **FUTURE AGENDA ITEMS**
None

Sam W. Leake
13th February 2024

Meeting closed 7.53pm