

COOKHAM PARISH COUNCIL

**Minutes of a Meeting of the Cookham Parish Council held in the
Community Room, Cookham Library, Tuesday 7th November 2023, at 7.30pm****Part Two
Strictly Private and Confidential
(Held under Standing Order 3d excluding the Press and Public)**

PRESENT: Cllr M. Howard (Chairman)
Cllrs C. Aisladie, M. Brar, E. Bune, T. Caen, J. Edwards, M-L. Kellaway, R. Kellaway,
B. Perry, H. Pleming, A-L. Regan and L. Tull.

1. TO APPROVE THE RECOMMENDATION FROM THE STAFFING COMMITTEE TO MAKE THE TEMPORARY ADDITIONAL HOURS PERMANENT:

Following on from the decision at the April Full Council meeting (Part ii, Minute page 3040) to temporarily increase working hours for the Clerk and Assistant Clerk, a review was made at the Staffing Cmte in September (minute page 3107). On the recommendation of the Staffing Cmte, Cllrs unanimously approved that these hours would become permanent from 1st November 2023. NB: Clerk to 37 hours per week (full time) and the Assistant Clerk to 29.5 hours per week.

2. TO CONSIDER A PROPOSAL FOR THE EMPLOYMENT OF A NEW ADMINISTRATION STAFF MEMBER AT 15-20 HRS PER WEEK AT SPC BETWEEN 5 – 7:

Further to the agreement at the June Full Council meeting (minute page 3074).

The Society of Local Council Clerks (SLCC) Local Council Consultancy report 'Review of the staffing structure, salary levels and future needs' had made a recommendation to increase the number of staff. Cllr Aisladie and the Clerk had been working on the detail of the position and information had been provided to Cllrs for review prior to the meeting.

Cllrs unanimously voted to continue with the appointment of a third member of staff at 15 hours per week at Salary scale points SCP 5-7, a range of £11.21 to £11.63 per hour (National salary award 23/24 pending). The increase in the remuneration cost are expected to be £14,000 (inc salary and additional PAYE and pension contributions).

3. COUNCIL TO APPROVE TO COSTS ASSOCIATED WITH PLACING AN ADVERT IN VARIOUS LOCAL NEWSPAPERS (THE MAIDENHEAD ADVERTISER AND BUCKS/MARLOW FREE PRESS) PLUS NOTICEBOARDS AND THE COUNCIL WEBSITE:

When the current Assistant Clerks role was advertised this time last year the council placed adverts in the Maidenhead Advertiser and the Marlow Free Press at a combined cost of £1442 (plus VAT). Both have links to online job search websites. The advert will also be placed on the Councils website, noticeboards and the Councils FaceBook page.

There was approval to place adverts in both papers. This will come from the Administration/Advertising budget (£492) with the remainder coming from the General Fund.

The meeting closed at 9.55pm.