

COOKHAM PARISH COUNCIL**Minutes of an Inquorate Meeting of the STAFFING COMMITTEE
Held in the Community Room on Tuesday 21st March 2023, at 6.30pm**

PRESENT: Cllrs C. Aisladie (Chairman) and P. Roe
No members of the press or public were present.

Prior to the start of the meeting the Clerk made the attendees aware that this meeting of the Staffing Committee was not quorate, 3 Committee members are required. The meeting continued with discussions, but no decisions made.

Item 3 was moved by agreement, to the end of the meeting.

1. **APOLOGIES:**

Apologies received from Cllrs L. Austin, M. Brar and M. Howard.

2. **DECLARATION OF INTEREST:**

None.

4. **TO APPROVE THE CLERK'S CARRY OVER HOLIDAY DAYS FOR HOLIDAY YEAR 22/23:**

As the meeting was inquorate, this matter will be referred to Full Council on 4th April 2023.

5. **TO DISCUSS STAFFING NEEDS DURING THE CURRENT PERIOD OF HIGH WORKLOAD AND CONSIDER PAYMENT OF ADDITIONAL WORKING HOURS OR TEMPORARY HELP:**

The office is under a great strain with the impending Year End and Audit process, coupled with the backlog of work from the previous 12 months due to resource issues. The LCC report has indicated that the office is understaffed before these factors are taken into consideration.

The Cmte members present acknowledged the challenges and asked that the Clerk put together a proposal to bring to Full Council for review. Both the Clerk and the Administration Clerk have indicated that they could do more hours on a temporary arrangement on the understanding that this is reviewed regularly.

3. **TO PROVIDE AN UPDATE TO THE LCC REVIEW OF THE STAFFING STRUCTURE, SALARY LEVELS AND FUTURE NEEDS:**

The Clerk has worked with LCC on the draft report and the latest version has now been released to those Cllrs that took part in the process. Their queries are to be discussed with the Author prior to the report being forwarded to the Staffing Cmte members and then onto Full Council.

The Chairman requested that an extra meeting be held to discuss the LCC report in more detail. The Clerk to organise.

The meeting closed at 7.10pm