

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Meeting of the Staffing Committee  
Held on Wednesday 24<sup>th</sup> May 2023, commencing at 6.00pm  
At Four Marks Sports Pavilion**

<b>MEMBERS PRESENT:</b>	<b>Cllrs Gebbett, Knight and Pullen</b>
<b>IN ATTENDANCE:</b>	<b>Jo Tsigarides – Acting Clerk</b>
	<b>No members of the public</b>
<b>APOLOGIES:</b>	<b>Cllr Black, absent.</b>
	<b>Cllr Coulson, apologies</b>

**23.09 SC APOLOGIES FOR ABSENCE**

Cllr Coulson sent apologies which were duly accepted.

**23.10 SC OPEN SESSION – PUBLIC PARTICIPATION**

The AC informed the Committee that extra hours worked were being recorded on a timesheet which will be submitted for approval with payments.

A letter has recently been circulated to some Councillors which referenced staff. This was discussed in detail, and it was agreed that the Chairperson would reference it at the Annual Parish Meeting.

Security at the Parish Office was raised, and it was agreed that a meeting would be scheduled with the alarm company to discuss available options. It was also suggested that the AC investigate obtaining a mobile phone on contract to the Parish Council, which could be used for security purposes.

Various suggestions were made to improve security which will be investigated further.

The AC raised an issue with interruptions at the Parish Office and that due to workload pressures, tasks were not being completed. It was agreed to request that Councillors email rather than go to the office in person.

With no further matters to raise, the open session closed at 6.30pm and Standing Orders were applied.

**23.11 SC DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were no declarations of interest.

**23.12 SC APPROVAL OF MINUTES**

With no matters to raise, on the proposal of Cllr Pullen which was seconded by Cllr Knight, and with all in agreement it was

***RESOLVED***

***To approve the Minutes of the Staffing Committee Meeting held on 15<sup>th</sup> February 2023 as a true reflection of the meeting and were duly signed by the Chairman.***

**23.13 SC CLOSED SESSION – TO DISCUSS STAFFING STRUCTURE**

The current staffing structure was reviewed, and it was agreed to obtain the services of a Locum RFO along with temporary administrative support. Adverts for permanent staff would also be placed.

**23.14 SC Meeting Closed 7.01pm**

**23.15 SC Next meeting TBC**