

Glebe Field Centre
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Crich
Derbyshire
DE4 5EU

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18th July 2022

Dear Councillor

You are summoned to attend the Staffing Sub-Committee Meeting on Monday 25th July 2022 at 10.00am in the Parish Room, Glebe Field Centre, Crich.

Covid precautions:

Testing: Where possible, please take a rapid lateral flow test prior to attending the meeting. You should not attend if your test is positive.

Face masks: All attendees are requested to wear face masks on entering the Glebe Field Centre, if able to do so.

Hand sanitisation: Please use the hand sanitiser provided on entering the meeting room.

Seating: Please take the farthest seat available, so you do not have to walk past others, and sit down as quickly as possible. If you are vulnerable or concerned about your health, you might like to arrive a little earlier to enable you to take a seat away from the entry point.

Ventilation: The windows of the meeting room will be open, as will the door (if possible), if you suffer from the cold it is recommended you dress warmly/or in layers.

Contact details: Attendees are asked to write their details on the signing-in sheet in case it is necessary to make contact. You may wish to provide your own pen.

Social distancing: Please respect personal space – there may be vulnerable people present.

Refreshment: Please provide your own drinks and remove any containers from the room when leaving.

Agendas: Paper copies of documentation can no longer be provided.

Exiting: When leaving the room please remove everything you brought with you, please DO NOT leave papers behind. Please do not congregate after the meeting closes. If you wish to speak to someone please do so outside the Glebe Field Centre.

The Parish Council thanks you for your help and support in making the meeting as safe as possible.

S. Teece

Samantha Teece
Clerk & Responsible Financial Officer

AGENDA

1: ABSENCE

To note apologies for absence.

Apologies: **None**

2: VARIATION OF ORDER OF BUSINESS

3: DECLARATION OF MEMBERS' INTERESTS

- a) To enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
- b) To receive and approve requests for dispensation from members on matters in which they have a Disclosable Pecuniary Interest.
None.

4: CONFIDENTIAL INFORMATION

To move the following resolution: 'That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of a Member or employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw'. Any documents referring to the confidential discussion are supplied also confidential.

5: CLERK – S Teece

a) Annual leave sheet

2021/22 sheet to be signed by Council Chair, Cllr P Yorke

Appendix A

b) Time sheets

April, May, June 22 – to be reviewed

Appendix B

c) Annual Point Increase 2022/23

From 1st April 2022

Agreed at the June Meeting
Minute No. 0209/22 dated 6th June 2022

CLERK

Annual Point Increase 2022/23

After the Clerks successful completion of the probationary period, the salary point will be increased by one point.

From SCP 24 £15.16 per hour to SCP 25 £15.64

Resolved: Agreed

Salary Increased from 1st June 2022

Appendix C

6: CLERKS HOURS

Minute No. 0209/22 dated 6th June 2022

CLERK

JOB & WORKING HOURS EVALUATION

To consider an assessment of the Clerks post.

Resolved: Agreed

The clerk to meet with Wendy Amis from DALC on 21st June 2022

7: NEXT MEETING

Monday 17th October 2022 – 10.00am

Parish Room, Glebe Field Centre.