

Bourton-on-the-Water Parish Council

Minutes of a meeting of the Staffing Committee held at 7pm on Wednesday 14th June 2023 in the Salmonsbury Room at The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs B Hadley, L Hicks and J Jowitt.

In Attendance: Sharon Henley (Clerk and minute taker), Jo Herbert (Assistant Clerk).

Members of Public: There were none.

1. Apologies for absence: Cllr J Wareing.
2. Declarations of Interest: There were none.
3. Approval of the draft minutes of the meeting held on 17th May 2023. APPROVED.
4. Matters Arising: There were none.
5. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to employment matters. As such, the press and public are excluded from the meeting. APPROVED.
6. Locum Cover: To agree locum cover and staffing arrangements to cover Clerk's temporary absence. Dates for absence were currently unclear so the principle of 30 hours per week cover for around 6 weeks was agreed, with the Assistant Clerk offering her availability for some additional hours per week if required. An estimated amount of £10,000 to cover locum fees plus additional hours for the Assistant Clerk to be taken to the full Council for approval. This sum to be taken from general reserves, if required.
Committee Clerk Role: The application closing date was 16th June. It was agreed to investigate the possibility of one of the local applicants providing some temporary cover to the role. The Clerk to progress and report back to the Committee.
Reception opening hours: It was agreed to review the current provision. The Assistant Clerk to provide recommendations to full Council.

There being no further business the meeting closed at 19.55 hours.