



Broomfield and Kingswood Parish Council

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Minutes of the meeting of the Parish Council Staff Committee held via the Zoom application on Tuesday 17 November 2020


Present: Cllr Gareth Davies; Cllr Ken Pattison; Cllr Aimee Parker (3)

Pam Bower – Clerk

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press were excluded from this meeting

There were no declarations of intent to record the meeting by Councillors

In the absence of a Chair, the Clerk opened the meeting at 19:17

No	Item
137.	To receive and approve apologies for absence None
138.	Councillors Declarations of interest in items on the agenda
138.1	Lobbying – None
138.2	Personal Interest – None
138.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None
139.	Election of the Chair of the Staff Committee Cllr Davies was unanimously elected Chair of the Staff Committee
140.	Clerks Annual Appraisal – Cllr Davies An update on the Clerks Annual Appraisal was provided and noted by Councillors.
141.	Staff Pay Rates Consideration to be given to the staff pay rates Councillors considered and resolved staff pay rates for the year.
142.	Staff Roles and Responsibilities Consideration to be given to defining the responsibilities of the Clerk and RFO Councillors considered and defined the responsibilities of the Clerk and RFO
143.	Training Opportunities for RFO and Clerk Consideration of the training opportunities available for staff to be considered Councillors considered and noted the training opportunities available to staff
167.	Annual Review of Home Working Conditions Following discussion Councillors requested that both the Clerk and the RFO undertake a self-assessment of their Home Working Conditions.
	 Signed _____

144.	Any other information There was no other information
145.	Items for next agenda <ul style="list-style-type: none">• Home Working Self-Assessment
146.	Parish Council Meetings The next meeting of the Parish Council Staff Committee will be held once the RFO returns from Maternity Leave in 2021 There was no further business, Cllr Davies (amendment) closed the meeting at 20:23  Signed _____