



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council Staff Committee

Minutes of a closed meeting of the Broomfield and Kingswood Parish Council Staffing Committee held at The Sports Field, Lenham Road, Kingswood, on Wednesday 25 July 2018.

Present: Cllr Tina Clark Cllr Mike Darling (Chair) Cllr Peter Page (3)

Parish Clerk: Mrs Gail Gosden

Cllr Clark opened the meeting at 7.30pm

Min No		Action
SC 92	Apologies for absence: All members present	
SC93	Councillor Declarations: There were no Councillor declarations Cllr Darling – item 95	
SC 94	To Elect Cllr Darling as Chairman of the Staff Committee. Councillors unanimously resolved to elect Cllr Darling as Chairman to the Staff Committee. Cllr Darling accepted the office.	
SC 95	To consider Terms, Conditions and Contract of Employment for the New Parish Clerk. The following items were discussed and agreed:- 1. Room Expenses- £50.00 paid monthly, to be reviewed after two years. 2. Mileage expenses - £0.45per mile (which is a tax free allowance) up to 10,000miles per year. 3. Pension – auto enrolment, unless Clerk chooses to 'opt out' in which case the Parish Council will enhance salary by 3% 4. Equipment – PC will purchase computer, filing cabinet, printer and shredder. Phone and broadband will be discussed at a later point. 5. Hours of work – 20 hours, meetings to be included within these hours, flexibly by agreement. 6. A Letter of appointment was discussed and agreed. Clerk to deliver. 7. The contract of employment was revised and agreed. Clerk to process for 6 August.	Clerk Clerk Clerk
SC 96	To consider Terms, Conditions and Contract of Employment for the New Assistant Parish Clerk. 1. Room Expenses - £30.00 paid monthly, to be reviewed after two years 2. Mileage expenses - £0.45per mile (which is a tax free allowance) up to 10,000miles per year. 3. The Assistant Clerk will complete maternity leave before commencement of employment in the New Year, 2019, date to be confirmed.	

<p>SC 97</p> <p>SC 98</p>	<p>4. Councillors agreed than a no - commitment letter of offer of employment should be forwarded to the prospective RFO/Assistant Clerk.</p> <p>To consider Terms and Conditions for the Temporary Assistant Clerk</p> <ol style="list-style-type: none">1. Hours of work – Councillors agreed that up to 50 hours per month could be worked flexibly around personal commitments.2. Areas of responsibility – will include Responsible Finance Officer (RFO)including attending the monthly PC meeting, Planning (for applications to be heard at the monthly PC meeting), Staff committee, completion of Phase 2 upgrade at Sports Field. She will also ensure support for the new Clerk as required. <p>Any other information</p> <ol style="list-style-type: none">1. KALC now only commence CiLCA training once a year starting in the Spring2. The Introduction to Local Council Administration (ILCA) is a self-managing online course which costs £99 + vat, for two hours a week for a month is the best introduction for a new clerk. This would be useful to do prior to the Clerks Conference in September. Councillors agreed this should commence immediately. <p>There being no further business Cllr Darling closed the meeting at 8.40pm</p> <p style="text-align: right;">Signed _____</p>	
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