

# **Boreham Parish Council**

Minutes of the Meeting of the Staffing Sub-Committee held in the Village Hall Boreham at 7:30pm on Monday 27<sup>th</sup> October 2014

## Present

Councillor Mrs G Cooch  
Councillor Mrs P Joughin  
Councillor Mrs S Harris  
Councillor J Galley (Chair)

Also in attendance Mrs J Lane (Parish Clerk) and Mrs D Crick (Minute Secretary).

**S90 Appointment of Sub-committee Chairman**

Councillor J Galley was unanimously elected as Chairman.

**S91 Apologies for Absence**

All members were present.

**S92 Declarations of Interest**

There were no declarations of interest.

**S93 Public Participation Session**

There were no comments or questions

**S94 Minutes of the Meeting held on 21 October 2013**

The Minutes of the Meeting held on Monday 21 October 2013 had been previously distributed. It was RESOLVED that the Minutes be signed as a true record of the meeting.

**S95 Exclusion of Public and Press**

It was RESOLVED to exclude the Press & Public from the following Agenda items on the Grounds of Confidentiality under S.1 of the Public Bodies (Admission to Meetings) Act 1960.

**S96 Pay and Conditions of the Parish Clerk, Play Equipment Supervisor and Village Attendant**

a). It was noted that the Clerk's salary would be reviewed annually on the anniversary of her appointment, being 16 September 2014.

The Clerk left the meeting.

In recognition of the outstanding work that the Clerk had carried since her appointment, an increase of one spinal point was recommended. It was agreed that there should be a review spinal point range on her contract.

The Clerk returned to the meeting.

b) The pay and conditions of the Play Equipment Supervisor were discussed. In recognition of his continuing excellent service, it was RECOMMENDED that his salary be increased from spinal column point 23 to spinal column point 24 as from 1 April 2015, with his salary pro-rata for 15 1/2 hours per week.

c) As the Village Attendant commenced employment on 15<sup>th</sup> September 2014, his pay and conditions would be reviewed annually on the anniversary of his appointment. It was noted that he had been carrying out his duties diligently and with enthusiasm. Excellent reports relating to his work had been received.

**S97 Fees Paid Per Meeting to the Minute Secretary.**

The Minute Secretary left the meeting.

The fees of the Minute Secretary were discussed. It was RECOMMENDED that in view of her continuing excellent service, the fees paid to her be increased from £33 to £34 for a full committee meeting and £16.50 to £17.00 for a sub-committee meeting with effect from 1 April 2015.

The Minute Secretary returned to the meeting

**S98 Discussion of any other Staffing Issues**

No other issues required discussion

There being no further matters for consideration, the Chairman thanked Members for their attendance and declared the Meeting closed at 7.49pm