

AYLESFORD PARISH COUNCIL

STAFFING COMMITTEE
Wednesday 20 October 2021
2pm
In the Parish Office

Minutes

Present: Councillor Sullivan (Chairman) and Councillors, Balcombe, Ms Dorrington, Mrs Gadd, Gledhill, Shelley and Smith.

In Attendance: Melanie Randall – (Clerk)

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1. Apologies

Apologies of Absence from Councillor Ms Oyewusi were received, and the reason for absence agreed.

2. Declarations of Interest

Councillor Mrs Gadd declared an interest in Item 7, discussions referred to a family member.

3. Election of Chairman

It was **Agreed** that Councillor Sullivan be elected as Chairman.

4. Minutes of the last meeting held on 11 August 2021

It was **Agreed** that the Minutes of the Meeting held on 11 August 2021 be approved as a correct record.

5. Salaries for 2022/23

The Chairman explained that it is now time for the Clerk to do the budgets for the next financial year, therefore the salaries need to be discussed. It was **Agreed** that it is too early to make a decision on salaries for next year so for budgeting purposes only the Clerk should apply a 2.5% increase on all staff salaries. The salaries for 2022/23 will be considered at a later date.

6. Christmas Leave

The Clerk explained that the Parish has an extra days leave in line with KCC and TMBC, this year that day is Friday 24 December. In addition to that the 27th and 28th December are Bank Holidays so the Parish Office will be closed and staff on leave.

The 29th 30th and 31st December are normal working days, Councillor Mrs Gadd suggested that as the Clerk and Supervisor had worked extremely hard through some very difficult and stressful times it might be nice if the Parish Office closed completely from 24th December and re-open on 4 January 2022. The Clerk said that the Supervisor would still need to work albeit limited hours to ensure the play areas were ok and there was not any glass. She said she could log on from home remotely to check emails and phone messages so nothing would get missed if urgent.

It was **Agreed** to close the Parish Office from 24th December and re-open on Tuesday 4th January 2022 and that the Supervisor will work the hours he sees necessary during this time.

7. Christmas Bonus

It was **Agreed** to give the staff a Christmas Bonus as follows

Clerk - £250

Maintenance Supervisor - £250

Part time Administration Assistant - £100

The bonus will be paid in with the staff's December salaries.

8. Holiday Pay Requests

The Chairman read out two requests received from the Clerk and Maintenance Supervisor to take 5 days of annual leave as pay.

Clerk 37 hours - £706.33

Maintenance Supervisor 37.5 hours - £537.38

The payment would be subject to the usual salary deductions and annual leave amended to reflect the deduction. Both requests were **Agreed** and will be paid in with the staff's December salaries.

9. Unused Annual Leave

The Clerk reported that both herself and the Maintenance Supervisor had an excessive amount of annual leave and asked for the Staffing Committee's consideration to allow this to be rolled over or if the staff should only be permitted to roll over 5 days as per their contracts. It was **Agreed** that for this year only any unused annual leave as at 31 March 2022 be rolled over for use in 2022/23.

10. Any other business

Councillor Ms Dorrington raised annual staff appraisals and regular supervisions that are designed as a support mechanism for staff.

After discussion it was **Agreed**

- That all staff should have an annual appraisal and regular supervision every two months.
- That Councillor Ms Dorrington carry out the Clerk's annual appraisal and supervision and that of the Maintenance Supervisor's. The Clerk will carry out the Administration Assistants.
- That if there are any courses the Clerk should attend to enhance her knowledge and therefore ensure the Council is compliant, she should discuss this with Councillor Ms

Dorrington in the first instance who will report any necessary information to the Staffing Committee.

- That other staff should be given the opportunity to attend training courses as well.
- That the Staffing Committee should meet more regularly than once a year, so four meetings per year will be scheduled in and if there is no business to be conducted then the meetings will be cancelled

Duration of Meeting

2pm to 2.55pm