



**Minutes of the Meeting of the Confidential Town Council Staffing Committee held at 12:00 on Wednesday 29 March 2023 in the Small Hall of Corfe Mullen Village Hall**

**Present:** Cllr P Purvis (Chair)  
Cllr P Holland  
Cllr S Jefferies  
Cllr D Sowry-House

**In attendance:** Catherine Horsley (Town Clerk & RFO) – minute taker  
Rachel Virrill (Deputy Clerk)

**SS 22/33 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

There were no apologies for absence received. Cllr B Honeyman was not present.

**SS 22/34 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**SS 22/35 To Approve minutes of meeting held on 17 January 2023** LGA 1972, sch 12, para 41

The minutes of the meeting held on 17 January 2023 were **APPROVED**.

**SS 22/36 To Consider Items in Respect of Staffing Matters**

**Update on Grounds Team** – Cllr Purvis provided an update on the current position with the member of the team on long term sick who was currently signed off until 16 April 2023. A follow up meeting with the team member had been rescheduled to 19 April 2023.

It was noted the team members salary had reduced to 50% effective from 20 March 2023, in line with the Councils sickness absence policy.

Members discussed the recommendations from the recent Occupational Health Assessment along with the Councils policies and timeline relating to long term sickness absence. It was noted a further follow up face to face Occupational Health Assessment with a doctor was required ahead of the team member returning to work.

As indicated at the Full Council meeting held on 28 March 2023, the Clerk confirmed the Head Groundsman was retiring on 14 April 2023 after 26 years' service. A general update on the team in terms of capability and capacity was noted.

A handwritten signature in black ink, appearing to read 'Shirley Purvis', is located at the bottom center of the page.

Members discussed the resignation of the Head Groundsman and how the Grounds Team workload would be managed going forward, recognising the pressures coming into the summer months with grass cutting etc, due to being two full time team members down. Consideration should be given to sub-contracting some of the tasks to external contractors in the short term to enable the Council to consider its options going forward.

It was agreed the Deputy Clerk would spend the day with the remaining team members on 17 April 2023, being the first day without the Head Groundsman. Cllr Purvis suggested he may also visit the team during the week.

Following the Head Groundsman departure, the Grounds Unit furniture would be reconfigured to be accessible to all team members.

The Clerk noted a comparison exercise carried out with other Dorset Town and Parish Councils in terms of how they managed grounds maintenance.

It was **RESOLVED** to investigate options for sub-contracting some of the Grounds Teams work in the short term, whilst considering the team structure going forward.

**Update on the Office Capacity** - The Clerk provided a listing of the current workload of the Clerk and Deputy Clerk as an awareness to members of the pressures in terms of additional work generated by taking over responsibility of the sports provision, managing the Village Hall during staff absences along with day-to-day tasks including the upcoming financial year end accounts and audit.

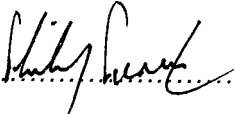
The update was **NOTED**.

**SS 21/37 Matters for forthcoming agendas No decisions can be taken<sup>1</sup>**

None noted.

**SS 22/38 To Agree a date and time for the next meeting** – It was agreed the next meeting would be scheduled May 2023.

**SS 21/39 Meeting closed at 13:10**

Signed as a correct record of the meeting.....  ..... Date..... 25/5/2023

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<sup>1</sup> Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)