



Minutes of the Meeting of the Confidential Town Council Staffing Committee held at 11:00 on Thursday 25 May 2023 in the Small Hall of Corfe Mullen Village Hall

Present: Cllr P Purvis (Chair)
Cllr D Mattocks
Cllr D Sowry-House

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

SS 23/01 To Elect a Chairman for the Municipal Year 2023/24

The Clerk advised Cllr Purvis could be re-elected as Chair, due to the previous Standing Order enabling Chairs to only be in the position for two years being removed in May 2022.

Cllr Mattocks proposed Cllr Purvis to remain as Chair of the Committee for the municipal year 2023/24. This was seconded by Cllr Sowry-House.

Cllr Purvis accepted the position.

It was **RESOLVED** that Cllr Purvis be elected as Chair of the Staffing Committee for the municipal year 2023/24.

SS 23/02 To Elect a Vice-Chairman for the Municipal Year 2023/24

Cllr Sowry-House proposed Cllr Mattocks as Vice-Chair of the Committee for the municipal year 2023/24. This was seconded by Cllr Purvis.

Cllr Mattocks accepted the position.

It was **RESOLVED** that Cllr Mattocks be elected as Vice-Chair of the Staffing Committee for the municipal year 2023/24.

SS 23/03 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr P Holland and Cllr Jefferies who both had prior engagements.

The Terms of Reference states quorum shall be three or at least one-third of its members, whichever is greater in accordance with Standing Order no. 4d viii.

SS 23/04 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 23/05 To Approve minutes of meeting held on 29 March 2023 LGA 1972, sch 12, para 41

The minutes of the meeting held on 29 March 2023 were **APPROVED**.

SS 23/06 To Consider Items in Respect of Staffing Matters

Update on Grounds Team – The Deputy Clerk provided an update on the current position with the member of the team on long term sick who was currently signed off until 4 June 2023, and had a Musculoskeletal outpatients appointment scheduled on 8 June 2023.

The next steps in terms of the Councils duty of care to the employee, long-term absence and capability to carry out the role were discussed in line with the Councils Absence Management Policy and Capability Procedures.

It was **RESOLVED** for the Deputy Clerk to schedule the next sickness review meeting with the team member and Cllr Purvis present on 14 June 2023 following the outpatients appointment.

Tasks & Responsibilities - Members discussed the remaining Grounds Team workload and reviewed a list of Grounds Team tasks and imminent work priorities including sports pitch renovations, carnival preparations and playground equipment maintenance, alongside the normal day to day tasks to maintain Town Council sites. Members recognised the prioritisation of tasks would need to be dynamic on a month-by-month basis.

The capacity and capabilities of the remaining team members was discussed and how the Council also had a duty of care to them. Members felt an Assistant Grounds person role should be advertised as soon as possible.

It was **RESOLVED** for the Clerk and Deputy Clerk to review the current job description and specification in conjunction with Cllr Purvis to ensure it was fit for purpose ahead of advertising the Assistant Grounds person role.

It was noted at the Full Council meeting held on 23 May 2023, it was resolved to sub-contract some of the Grounds maintenance, predominately grass cutting and sports pitch maintenance tasks. However, further consideration should be given to any other tasks which could be sub-contracted i.e., litter picking and waste collection. It was suggested maybe a community litter pick could be established to involve residents in keeping Corfe Mullen litter free.

It was **RESOLVED** to recommend to the next Community Services Committee scheduled on 13 June 2023, to consider the following:

- Review and prioritise Grounds Team tasks in order to manage the teams workload.
- Establishing a community litter pick at the Recreation Ground and Springdale Road Open Space.
- Purchasing adhesive high visibility tape to attach to litter bins to raise awareness of the location of bins, particularly in the dark.
- Purchasing of replacement swing chain/seats for Recreation Ground play area following repairs.

The update was **NOTED**.

SS 23/07 Matters for forthcoming agendas No decisions can be taken¹

Cllr Sowry-House advised the annual appraisal of the Clerk should be carried out by the end of July 2023.

No further items were noted.

SS 23/08 To Agree a date and time for the next meeting – It was agreed the next meeting would be scheduled as and when required.

SS 23/09 Meeting closed at 12:15

Signed as a correct record of the meeting..... Date.....

DRAFT

¹ 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)