



HORNDEAN PARISH COUNCIL STAFF COMMITTEE

**MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON
MONDAY 14 SEPTEMBER 2015 AT 7:30PM**

PRESENT: Councillors A Forbes (Chairman), Mrs L Evans, Mrs A Reece, Miss J Murray, Mrs E Tickell and Mrs I Weeks

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Sarah Guy, Senior Administrator (Minute Taker).

PUBLIC ATTENDANCE: No members of the public were present.

SC041 **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

SC042 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC043 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 09 MARCH 2015**

The minutes of the Staff Committee meeting held on the 09 March 2015 were circulated, and it was **RESOLVED** that they be duly signed as a true record of the meeting.

SC044 **TO RECEIVE A REPORT AND CONSIDER THE FUTURE STAFFING STRUCTURE OF THE COUNTRYSIDE TEAM**

A report by the Clerk and Grounds Manager was circulated.

A discussion took place regarding the recommendation for consideration to be given to the retention of the Toyota vehicle with Cllr Mrs I Weeks being in favour of retaining the vehicle.

Cllr Mrs E Tickell suggested that if Council were to consider additional staff for the Countryside Team that it would be a good idea to look at purchasing a run around instead of keeping the Toyota as the Toyota had been unreliable. The Chairman stated that consideration of an additional vehicle would be a separate issue to this agenda item.

The Chairman queried whether the current staffing level within the Countryside Team was less than in previous years.

A discussion took place with regards to consideration of employing an additional staff member to work within the Countryside team. Cllr Mrs Tickell stated that HPC has a very competent Grounds Manager who has looked into the work required within the Management plan, Groundorg and the HLS Agreement recommended by Natural England; and that the work required is more than they can manage. Cllr Mrs Tickell said that the work required to be done within the Management Plans wasn't being done previously. Cllr Miss Murray said that what matters now is to look at the current workload within the Countryside Team and not the retrospective workload.

A discussion took place regarding Groundorg. It was mentioned that the grass cutting had been taken away from the Countryside Team and that perhaps there were tasks currently undertaken by the Countryside Team that could be contracted out such as tree work. Cllr Mrs Tickell suggested that the use of temporary staff could be looked at rather than permanent staff.

Cllr Mrs L Evans said that she feels it would be useful to have an analysis completed of all annual work. The Chairman suggested that the Grounds Committee would need to look at what work can currently be undertaken by the current staff members of the Countryside Team before the decision of additional staff can be made.

It was **RESOLVED** that the Grounds Manager updates Groundorg to show current tasks, and the amount of time each task takes before any decision can be made regarding the consideration of additional staff.

SC045 **TO CONSIDER THE BUDGET 2016/2017 IN RESPECT OF STAFF**

The Clerk stated that an email was sent out to all Chairmen of each Committee, asking them for any budget input they may have.

A short discussion took place and it was suggested that information regarding the budget for training would be discussed by the Clerk, information regarding clothing for the Countryside Team would be discussed by the Grounds Committee and information regarding staff salaries would be discussed by the Finance and general Purposes Committee.

It was noted that not much could be said or decided on at this stage.

SC046 **TO AGREE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting.

The public part of the meeting closed at 8:35PM

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Chairman

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Dated