



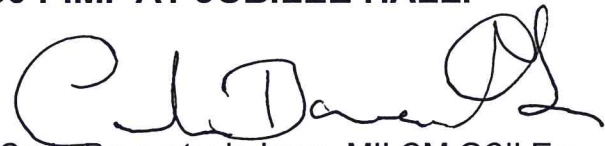
Horndean Parish Council

STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 22 JANUARY 2018 AT 6.30 P.M. AT JUBILEE HALL.

Members are summoned to attend.



Carla Baverstock-Jones MILCM, GCILEx
Chief Officer

16 January 2018

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To receive and approve the Minutes of the meeting held on the 16 October 2017.
4. To receive a report and consider the way forward in respect of the additional resources required to support the proposed community building – Land East of Horndean development.
5. **To agree to exclude the public and 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. (Public Bodies (Admissions to meetings) Act 1960)**
6. To receive a report and consider a revised job title in respect of an existing member of staff.

HORNDEAN PARISH COUNCIL

STAFF MEETING

Date: 22 January 2018

AGENDA ITEM: 4

SUBJECT OF REPORT: Additional Staffing

BACKGROUND

The proposed plans regarding the Land East of Horndean development will result in an increase in staffing levels, which will be necessary to manage the additional facility.

The first phase of the development includes the provision of a large community building. Which on completion of the structure will require a hall manager, caretakers and administrative support. It follows that the size of the building needs to be agreed before staff numbers can be considered.

Future stages of the development includes a cricket pavilion, open spaces and play areas, which may require consideration in terms of staffing in due course.

However, initially the planning and construction of the community building, which is likely to coincide with the extension of Jubilee Hall, will require project management. This can be provided by an additional part-time member of staff or by the engagement of an external company specialising in the provision of Project Managers/Clerk of Works. The latter option has been the preferred choice of a nearby parish council of a similar size, undertaking a comparable project(s).

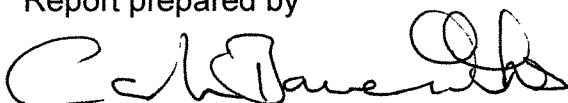
The cost of such a service commences at £10,000, which will undoubtedly be less expensive than an additional part-time member of staff. Additionally, the level of specialism and flexibility on offer, could be deemed to be a distinct advantage as opposed to recruitment.

RECOMMENDATION

Members may wish to consider the way forward in terms of a member of staff to project manage or the procurement of a professional company.

It is envisaged that the architect will undertake an element of project management but the full extent of this is yet to be ascertained.

Report prepared by



Carla Baverstock-Jones
Chief Officer