



# Long Stratton Town Council

Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

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## MINUTES OF THE STAFFING COMMITTEE MEETING HELD 15 NOVEMBER 2021 AT 7pm IN THE PAVILION COMMUNITY ROOM

**IN ATTENDANCE: Councillors Baker, Pochin, Mundford & Lunness**  
**Town Clerk: Becky Buck**

**1. To consider apologies for absence**

There were no apologies for absence received.

**2. To receive declarations of interest and dispensation**

There were no declarations of interest or dispensation received.

**3. To adopt the minutes of the meeting held on the 14<sup>th</sup> July 2021 as a true record.**

The minutes of the meeting held on 14<sup>th</sup> July 2021 were approved and signed by the Chairman as a true record.

**4. To review and note the office workload**

The Clerk provided the office to do list, this did not detail items requiring action outside of the office. A lengthy discussion took place, it was **recommended** to Council that Councillors take it in turns to write the minutes of full council meetings. The minutes would then be provided to the Clerk for her approval before distribution to the Council. The aim would be to reduce some of the administrative tasks until the Council office is up to date where it would be reviewed. The Clerk advised there is a laptop available to support this.

**5. Resource review**

a. To note the contents of the resource review

The committee noted the contents of the resource review and supported the recommendations that additional resource is required, to be reviewed in 6 months.

b. To discuss and decide on a course of action regarding office resource

Following a lengthy discussion, it is **recommended** to Council that an admin assistant be recruited for 12 hours per week at minimum wage on a 6-month contract, to be reviewed at the end of the contract.

**6. To discuss and decide on dates for the appraisals to take place.**

It was agreed that appraisals take place on December 7<sup>th</sup>.

**7. To discuss and decide on Community Governance 4 enrolment for the Clerk**

Following a lengthy discussion, it was agreed that due to the current office workload the Clerk shall postpone registering for Community Governance until 2023. However, the Committee support additional learning and therefore **recommend** to Council that an additional £1800 be placed in ear marked reserves to go towards covering the cost of the degree.

**8. AOB (for information only)**

There was no AOB to discuss.

*With there being no other business the Chairman closed the meeting at 9pm.*

Signed by the Chairman.....Date.....