

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Wednesday the 27th November 2024 at 7.30 pm.

Present: Cllr Burnett (Chair), Cllr Edmunds (Vice Chair), Cllr Kelsey, Cllr James.

In Attendance: Lynn Clarke, Parish Clerk.

S38/24 Apologies

None.

S39/24 Declarations of Interest

None.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S40/24 To adopt the minutes of the Staffing Committee Meeting held on the 23rd October 2024.

It was **Resolved** to adopt the minutes. All present in favour.

S41/24 Matters arising from the last meeting.

- Letters have been sent to all Cllrs.
- Learning hub licences have been ordered.
- Terms of reference have been amended and added to the website.
- Investigation report has been written.

S42/24 To approve the cost of a new office chair.

It was **Resolved** to approve £90 including VAT for the purchase of a new office chair. All present in favour.

S43/24 To approve the cost of a handheld sander.

It was **Resolved** to approve the cost of £99.99 including VAT for a Makita sander, and the use of the card to purchase. All present in favour.

S44/24 To approve the cost of a socket set and spanner set.

The items put forward were reviewed and it was agreed that items of a better quality should be purchased. It was **Resolved** to allow a budget of up to £35 + VAT for a set of spanners and £40 + VAT for a socket set and the use of the card to purchase. All present in favour.

S45/24 To approve the 2024 – 2025 pay award.

It was **Resolved** to approve the local government services pay award for 2024/25. All present in favour.

S46/24 To approve the back pay for staff from April 2024 in line with the increase.

It was **Resolved** To approve the back pay. All present in favour.

S47/24 To consider an ink allowance or the purchase of cartridges for working from home.

The Clerk presented invoices for the purchases of toner cartridges over the past 12 months advising that these costs had been mainly incurred due to working from home. It was agreed that access to a printer was a necessary requirement within the role and an employee should not be out of pocket for working at home when this is part of their contract.

It was **Resolved** for the council to purchase alternate black toners and when colour cartridges are required these are to be purchased and the clerk will be invoiced for 25% of the cost for personal use. All present in favour.

S48/24 To review the progress of the phased return.

The phased return was reviewed, and it was acknowledged that it was working well. Although there have been quite a few deadlines that the employee has worked hard to meet. A gradual return to the office has been ongoing and they are now in the office for about 2 hours daily. It was agreed that a gradual return to full time office hours would be phased in during January. The employee to keep the Chair and Vice Chair updated of any changes that may be required. All present in favour.

There being no other business the Chair closed the meeting at 7.49 pm.

Signed.....Date.....

Chair of the Staffing and GDPR Committee Meeting