

# Great Chart with Singleton Parish Council

*Founded in December 1894*

## Minutes of the Staffing Committee meeting held remotely on Thursday, 02<sup>nd</sup> September 2021 starting at 5.30 pm

**Present:** Cllrs Wiffen, Alexander, Sullivan and McClintock (joined at 18.18pm)  
A Szocs (Clerk)

The meeting commenced at 17.40 pm

### 1. Apologies for absence

Cllr Y Barker

### 2. Declarations of Interest

None

### 3. Minutes of the Previous meeting

The minutes of the previous meeting held on 10 June 2021 were approved as a true record.

<b>Proposed:</b> Cllr Wiffen	<b>Seconded:</b> Cllr Sullivan	<b>In Favour:</b> 3
<b>Vote against:</b> 0	<b>Vote Abstain:</b> 0	<b>Motion carried</b>

### 4. Youth Worker

The committee agreed to defer discussion of this item until the next meeting. The Clerk to contact the National Youth Agency (NYA) to arrange a presentation.

### 5. Staffing

#### 5.1. To receive report on the Deputy Clerk's appraisal

The committee received a short report confirming that the appraisal has been completed and future goals/objectives set. One of the objectives is to take on the Chilmington Green Working Group and planning related matters. The committee also suggested adding a future project that would involve notifying residents of their responsibility to cut back any foliage that blocks public paths or pavements.

#### 5.2. To review the Parish steward's hours

A short discussion took place regarding the current hours worked by the parish stewards and the ambition to increase them so the parish council could extend its ground maintenance services to include path maintenance.

### 6. Date and venue of next meeting

The date of the next meeting will be confirmed after the presentation with the NYA. The committee agreed that future meetings should start from 7.30 pm.

The meeting closed at 18.40 pm

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_