

Great Chart with Singleton Parish Council

Founded in December 1894

**A Meeting of the Staffing Committee will be held remotely on
07th October 2021
at 7.30 pm
AGENDA**

- 1. Apologies for Absence**
To receive and approve apologies for absence
- 2. Declarations of Interest**
To hear declarations of interest on items on this agenda
- 3. Minutes of the Previous Meeting**
To approve the minutes of the meeting held on 02 September 2021 as a true record.
- 4. Financial Year 2021-2022**
To review current budget and to prepare budget for next financial year
- 5. Date and venue of next meeting**
To agree date and venue of next meeting

Signed 

Aniko Szocs – Clerk/RFO to Great Chart with Singleton Parish Council

Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Staffing Committee meeting held remotely on Thursday, 02nd 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.

Proposed: Cllr Wiffen	Seconded: Cllr Sullivan	In Favour: 3
Vote against: 0	Vote Abstain: 0	Motion carried

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: _____

Parish Stewards employment details

How many steward hours do we currently employ them for?

Parish Steward employed to do 25 hours per week, 5 hours out of this is worked at Singleton Environment Centre.

Parish Stewards assistant: employed to work 10 hours a week, the steward works on Tuesdays and Thursdays.

The total number of hours worked per week is **35**.

Potential future work:

- Maintaining pollinator friendly habitats, this could be grass or planters
 - Cutting grass on small field of Great Chart Playing Fields
 - Start a programme of widening footpaths in the parish
 - To carry out some maintenance work at PFA pavilion
-

Budget Requirement

Approved Budget 2021-2022		Expenditure to date (up to August)	2022-2023
Staff Salary (all employees)	£105,000	£24,327	
PAYE&NI	£25,000	£7,938	
Pension	£12,000	£4,570	

Parish Council Maintenance work - Annual Plan

The table contain		January					February					March	
Area	Details of maintenance	W 1	W2	W3	W4	W5	W1	W2	W3	W4	W5	W1	W2
Cuckoo Park	Grass Cutting												
	Strimming		x						x				
	Weeding												
	Treating wooden seat with Danish Oil												
	Clean Goal posts and basketball ring					x					x		
	Maintain signage												
	Play equipment inspection weekly	x	x	x	x	x	x	x	x	x	x	x	x
	Play equipment inspection quarterly												
	Play equipment inspection annually						x						
	Graffiti removal												
	Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x
Great Chart Play Park	Hedge cutting						x						
	Weeding			x						x			
	Benches/gate/fencing maintenance					x					x		
	Play equipment inspection Weekly	x	x	x	x	x	x	x	x	x	x	x	x
	Play equipment inspction Quarterly												
	Play equipment inspection annually						x						
	Keeping equipment clean and algae free							x					
	Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x
Hedges at Cuckoo Park and the Viewing Point	Watering												
	Cutting back when needed											x	
	Weeding												
	Plug planting if necessary	x	x										
Raised	Weeding						x						

Flowerbed	Monitoring brick and repair when needed													
	Replenishing woodchip												X	
	Prune tree													
Equipment maintenance	Visual inspection	X	X	X	X	X	X	X	X	X	X	X	X	X
	Arrange repair if needed													
	Ensure equipment is clean and stored safely	X	X	X	X	X	X	X	X	X	X	X	X	X
Footpath along Singleton Village Hall	Weeding												X	
	Strimming												X	
	Knee rail fence maintenance													
Other	Van visual inspection	X	X	X	X	X	X	X	X	X	X	X	X	X
	Footpath clearance													
	Relocating SID when required		X		X		X		X		X		X	X
The Viewing Point	Grass Cutting													
	Strimming													

Parish Council Mainten

The table contain

The table contain					April					May			
Area	Details of maintenance	W3	W4	W5	W1	W2	W3	W4	W5	W1	W2	W3	W4
Cuckoo Park	Grass Cutting					x			x		x		
	Strimming			x		x			x		x		
	Weeding		x				x			x			x
	Treating wooden seat with Danish Oil				x	x							
	Clean Goal posts and basketball ring	x					x			x			
	Maintain signage												
	Play equipment inspection weekly	x	x	x	x	x	x	x	x	x	x	x	x
	Play equipment inspection quarterly			x									
	Play equipment inspection annually												
	Graffiti removal												
Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x	
Great Chart Play Park	Hedge cutting			x									
	Weeding		x					x					x
	Benches/gate/fencing maintenance								x				
	Play equipment inspection Weekly	x	x	x	x	x	x	x	x	x	x	x	x
	Play equipment inspction Quarterly			x									
	Play equipment inspection annually												
	Keeping equipment clean and algae free		x									x	
	Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x
Hedges at Cuckoo Park and the Viewing Point	Watering					x			x		x		x
	Cutting back when needed				x								
	Weeding					x				x			
	Plug planting if necessary												
Raised	Weeding				x								

Flowerbed	Monitoring brick and repair when needed											x	
	Replenishing woodchip												
	Prune tree												
Equipment maintenance	Visual inspection	x	x	x	x	x	x	x	x	x	x	x	x
	Arrange repair if needed Ensure equipment is clean and stored safely	x	x	x	x	x	x	x	x	x	x	x	x
Footpath along Singleton Village Hall	Weeding							x					
	Strimming							x					
	Knee rail fence maintenance	x	x										
Other	Van visual inspection	x	x	x	x	x	x	x	x	x	x	x	x
	Footpath clearance												
	Relocating SID when required		x		x		x		x		x		x
The Viewing Point	Grass Cutting									x			x
	Strimming									x			x

Parish Council Maintenance

The table contains

The table contains		June						July					August	
Area	Details of maintenance	W5	W1	W2	W3	W4	W5	W1	W2	W3	W4	W5	W1	
Cuckoo Park	Grass Cutting	x		x			x			x			x	
	Strimming	x		x			x			x			x	
	Weeding				x				x					
	Treating wooden seat with Danish Oil													
	Clean Goal posts and basketball ring	x				x					x			
	Maintain signage													
	Play equipment inspection weekly	x	x	x	x	x	x	x	x	x	x	x	x	x
	Play equipment inspection quarterly						x							
	Play equipment inspection annually													
	Graffiti removal													
Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x	x	
Great Chart Play Park	Hedge cutting													
	Weeding				x				x				x	
	Benches/gate/fencing maintenance	x					x					x		
	Play equipment inspection Weekly	x	x	x	x	x	x	x	x	x	x	x	x	
	Play equipment inspection Quarterly						x							
	Play equipment inspection annually													
	Keeping equipment clean and algae free						x					x		
	Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x	x
Hedges at Cuckoo Park and the Viewing Point	Watering		x		x		x		x		x		x	
	Cutting back when needed													
	Weeding		x					x					x	
	Plug planting if necessary													
Raised	Weeding		x										x	

Flowerbed	Monitoring brick and repair when needed												
	Replenishing woodchip							x					
	Prune tree												
Equipment maintenance	Visual inspection	x	x	x	x	x	x	x	x	x	x	x	x
	Arrange repair if needed Ensure equipment is clean and stored safely	x	x	x	x	x	x	x	x	x	x	x	x
Footpath along Singleton Village Hall	Weeding		x							x			
	Strimming		x							x			
	Knee rail fence maintenance												
Other	Van visual inspection	x	x	x	x	x	x	x	x	x	x	x	x
	Footpath clearance												
	Relocating SID when required		x		x		x			x		x	x
The Viewing Point	Grass Cutting				x			x			x		
	Strimming				x			x			x		

Parish Council Maintenance

The table contains

The table contains		September					October						
Area	Details of maintenance	W2	W3	W4	W5	W1	W2	W3	W4	W5	W1	W2	W3
Cuckoo Park	Grass Cutting			x			x						
	Strimming			x			x						x
	Weeding	x				x							
	Treating wooden seat with Danish Oil												
	Clean Goal posts and basketball ring			x				x					x
	Maintain signage												
	Play equipment inspection weekly	x	x	x	x	x	x	x	x	x	x	x	x
	Play equipment inspection quarterly									x			
	Play equipment inspection annually												
	Graffiti removal												
Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x	
Great Chart Play Park	Hedge cutting							x					
	Weeding						x					x	
	Benches/gate/fencing maintenance				x					x			
	Play equipment inspection Weekly	x	x	x	x	x	x	x	x	x	x	x	x
	Play equipment inspection Quarterly									x			
	Play equipment inspection annually												
	Keeping equipment clean and algae free				x					x			
	Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x
Hedges at Cuckoo Park and the Viewing Point	Watering		x		x	x		x					
	Cutting back when needed												
	Weeding												
	Plug planting if necessary												
Raised	Weeding										x		

Flowerbed	Monitoring brick and repair when needed												
	Replenishing woodchip												
	Prune tree												
Equipment maintenance	Visual inspection	x	x	x	x	x	x	x	x	x	x	x	x
	Arrange repair if needed												
	Ensure equipment is clean and stored safely	x	x	x	x	x	x	x	x	x	x	x	x
Footpath along Singleton Village Hall	Weeding		x					x					
	Strimming												
	Knee rail fence maintenance												
Other	Van visual inspection	x	x	x	x	x	x	x	x	x	x	x	x
	Footpath clearance												
	Relocating SID when required		x		x		x		x		x		x
The Viewing Point	Grass Cutting	x		x									
	Strimming	x		x									

Parish Council Maintenance

The table contains

The table contains		November					December						
Area	Details of maintenance	W4	W5	W1	W2	W3	W4	W5	W1	W2	W3	W4	W5
Cuckoo Park	Grass Cutting												
	Strimming					x							
	Weeding	x											
	Treating wooden seat with Danish Oil												
	Clean Goal posts and basketball ring					x					x		
	Maintain signage												
	Play equipment inspection weekly	x	x	x	x	x	x	x	x	x	x	x	x
	Play equipment inspection quarterly												x
	Play equipment inspection annually												
	Graffiti removal												
	Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x
Great Chart Play Park	Hedge cutting						x						
	Weeding			x				x				x	
	Benches/gate/fencing maintenance		x					x					x
	Play equipment inspection Weekly	x	x	x	x	x	x	x	x	x	x	x	x
	Play equipment inspection Quarterly												x
	Play equipment inspection annually												
	Keeping equipment clean and algae free			x					x				
	Litter Picking	x	x	x	x	x	x	x	x	x	x	x	x
Hedges at Cuckoo Park and the Viewing Point	Watering												
	Cutting back when needed												
	Weeding												
	Plug planting if necessary												
Raised	Weeding												

Flowerbed	Monitoring brick and repair when needed													
	Replenishing woodchip													
	Prune tree													
Equipment maintenance	Visual inspection	x	x	x	x	x	x	x	x	x	x	x	x	x
	Arrange repair if needed													
	Ensure equipment is clean and stored safely	x	x	x	x	x	x	x	x	x	x	x	x	x
Footpath along Singleton Village Hall	Weeding													
	Strimming													
	Knee rail fence maintenance													
Other	Van visual inspection	x	x	x	x	x	x	x	x	x	x	x	x	x
	Footpath clearance													
	Relocating SID when required		x		x		x		x		x		x	
The Viewing Point	Grass Cutting													
	Strimming													