



LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP
Telephone: 01488 72400

Clerk: Gary Wyatt-Hawkins
Deputy Clerk: Rachael Burns

email: info@lambourn-pc.gov.uk

**MINUTES OF
LAMBOURN PARISH COUNCIL STAFFING COMMITTEE
HELD ON WEDNESDAY 22nd of NOVEMBER 2023
AT 4.00PM
IN THE MEMORIAL HALL.**

Meeting called by Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 22nd November 2023

In attendance: Cllr Rieunier (Chair), Cllr Noll, and Cllr Jones.

The Chair may, at their discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of formal Council business.

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

Agenda Items

- 15-11/23 Acceptance of apologies for absence.**
To receive and accept apologies of absence.
Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.
Resolved: All Members Attended
- 16-11/23 To receive any declarations of Members interests or dispensation requests.**
To receive any declarations of Members interests on this agenda, in accordance with the:
Localism Act 2011 and the Code of Conduct adopted by the Parish Council.
Resolved: Noted that none were given.
- 17-11/23 Exclusion of the Press and Public.**
Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
Resolved: no members of the press or public were present.
- 18-11/23 To receive and sign the minutes of the Staffing Committee held on 1st of August 2023**
Previously circulated.
LGA 1972 Sch 12 para 41(1)
Resolved: That they were a true record of the meetings decisions.

- 19-11/23 Confirmation of Budget Figures**
As detailed under cost centre 103.
Resolved: Cllr Rieunier reported the following budget figures to be presented for approval to Full Council on the 6th December 2023:
Staff Training: £1,500.00
Salaries: £63,000.00
PAYE: £4,100.00
Pension: £3,500.00
Total = £72,600.00
- 20-11/23 Report of Sickness and Absences.**
For the Clerk to report to the committee any staff sickness or absences
Resolved: The Clerk provided the committee details of staff sickness or absences.
- 21-11/23 Staff training.**
Resolved: The Clerk confirmed the following
- That the Deputy Clerk will undertake a Cemetery Management and Compliance Course on the 6th and 7th of February 2024.
 - That that Rialtas training has been arranged for the Clerk on the 23rd of November 2023 with a cost of £250.00.
 - That that the Deputy Clerk has been issued written confirmation of the offer of CiLCA Training after April of 2024.
- 22-11/23 Review of job descriptions**
Resolved: The Clerk reported that due to scheduling restrictions, the review of the job description for the Deputy Clerk has yet to be completed (see item 24-11/23 below).
- 23-11/23 Staffing Costs for 2024/25 Budget**
To agree on the proposed staff salaries amendments for the 2024/25 budget, to be presented to Full Council in the December 2023 meeting.
- Cllr Rieunier **Proposed** and Cllr Jones **Seconded** that the Relief Care Taker, Care Taker and Outage Scout salaries be based on the National Living Wage and not the National Minimum Wage. Amendments to the Clerk and RFO's and Deputy Clerk's salaries were also included in the proposal. **All Agreed**
- 24-11/23 To decide timeframe of appraisals for staff**
Resolved: The Clerk reported that due to scheduling restrictions, a date during October 2023 to undertake the appraisal with the Deputy Clerk was not completed. The revised date for the review is set as 27th November 2023.
- 25-11/23 The Chair declared the meeting closed at 16.59.**

Signed: *S Mead*

Date: 24/02/2025
