

South Willesborough and Newtown Community Council
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Staffing Committee (virtual meeting)
29th October 2020

Minutes (S4)

Present

Councillors- Sue Mullan (SM) David Mullan (DM) Nick Cane (NC)
Clerk/RFO Sarah Evans(SE)

17/20 Apologies for absence and approval

Apologies received for EP and approved.

18/20 Declarations of pecuniary, other significant or voluntary interest

NC made a declaration of pecuniary interest in Item 20/20 and withdrew from discussions for this item.

19/20 To agree the Minutes of the last Staffing committee meeting and sign

Resolved: It was agreed unanimously the Minutes (S3) were agreed as a true record of the meeting and signed.

20/20 To receive a report of the Clerk on a review of staffing needs and budget and agree

Due to the apology from EP and NC declaration of pecuniary interest this item could not be discussed or a decision made and the matter was deferred until the Quorum is established.

21/20 To receive a verbal report of the Clerks on a review of job-share staff training needs and cost and agree

Councillors heard a verbal report from the Clerk regarding A) the need for the new job share Clerk to complete the Introductory Certificate in Local Council Administration at a cost of £99 + VAT. B) The need for a Job Share Clerk to complete a Certificate of Local Council Administration (CILCA) at a Cost of £450 VAT as one of the essential elements needed for the Council to be able to hold a General Power of Competence.

Resolved: A) Proposed by NC and Seconded by DM for SE to complete the Introductory Certificate in Local Council Administration. B) subject to probation and review being satisfactory to complete the Certificate in Local Council Administration in due course.

Action: SE to apply to complete the Introductory Certificate in Local Council Administration.