

**Minutes of the Meeting of Aston Clinton Parish Council  
Staffing Sub-Committee  
held on 3<sup>rd</sup> July 2015 at 10.00 am  
at Aston Clinton Parish Meeting Room**

Present:

Councillors:

C Birch (Chairman)

J Savigar

Clerk: Gill Merry

No members of the public

**15.034 Election of Chairman**

Cllr Birch was elected as Chairman.

**15.035 Apologies for Absence**

None

**15.036 Declarations of Interests**

None

**15.037 Minutes of Last Meeting**

Were agreed and signed.

**15.038 Matters Arising**

The Peep hole in door is still required by the Clerk. The current main office door lock is not working properly. Cllr Savigar is to obtain advice and quote from Aylesbury Lock and Key co.

The Clerk is to source an open/closed sign for office door.

**15.039 Training**

The Clerk has enrolled on a course to facilitate the commencement of the CILCA course. The course is taking place in Halton and conducted by Mrs C Jensen and Ms C. Burslem from BALC.

The Clerk is planning to commence the CILCA course in October. The course consists of 5 units and has to be completed within a year. There will be a cost of £250 to register as a learner on the course.

The Clerk has now ceased to have mentorship; she now consults with other clerks on a colleague to colleague basis.

**15.040 Work Plan**

The workload of the Clerk is still very onerous but she is very pleased that an Assistant will be recruited.

There was a discussion about the recruitment of an Assistant Clerk and a series of milestone dates were agreed upon. There is a spare laptop and a printer available for the new clerk but it will be necessary to purchase a 2-handset phone and a second office chair.

The Clerk is currently working approximately 20 hours overtime a month. Currently, she is working from 8.30 am to 3 pm every day except Thursday. These hours may vary from September.

The Clerk will not be in the office on Thursday 23<sup>rd</sup> and Friday 24<sup>th</sup> July, but she will flex her hours that week. Her planned annual leave will be 10<sup>th</sup> to 14<sup>th</sup> August inclusive.

At the end of each month the Clerk submits her hours and payslip to Cllrs N. Savigar, Beaumont and Tubb for approval. Cllrs J. Savigar and Birch are informed by the clerk of any absence, taking time in lieu or holiday dates.

It was highlighted that the general public needs to be made aware of the times when the Clerk is in the office.

**15.041 Current Issues and Concerns**

The Clerk would like some assistance in formalising the agreement for Mr. McGoldrick. He empties the bins in the park, undertakes litter picking and has been helping to paint various areas of the park.

**15.042 Any Other Urgent Business**

None

**15.043 Matters for Next Meeting**

Clerk to review her job description and suggest changes or improvements.

Clerk to prepare a plan for the induction of the new Assistant Clerk.

**15.044 Date, time and venue of next meeting**

At the end of September – date/time TBC.

There being no further business of the Committee, the Chairman closed the meeting at 11.30 am.

Signed:

Date: