



# GORING-ON-THAMES PARISH COUNCIL

## Minutes of a Meeting of the Staffing Committee of the Goring-on-Thames Parish Council

Tuesday 21<sup>st</sup> May 2024 at 11:30 at Gardiner Pavilion

Minutes of a Meeting of the Goring-on-Thames Parish Council

Monday 1<sup>st</sup> March 2024 at 11:00, Gardiner Pavilion Upper Red Cross Rd Goring

All Councillors are summoned to a Meeting of Goring-on-Thames Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

### Public Session – Prior to the Start of the Meeting

#### Members Present:

Chair	Cllr N Mallen (NM)
Members	Cllr S Bridle (SB)
	Cllr B Newman (BN)
	Cllr A Smith (AS)

#### Officers Present:

Clerk	S Edmunds (SE)
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Public and Press: None

Meeting started 11:01

**24.04.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]**

1.1. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

**24.04.2. To receive apologies for absence (LGA 1972 s85(1))**

**24.04.3. Declarations of Interests [LA 2011 s31]**

**24.04.4. To consider requests for Dispensations [LA 2011 s33]**

**24.04.5. To approve the minutes from previous meetings**

5.1. Meeting held on 18<sup>th</sup> July 2023

5.2. Meeting held on 1<sup>st</sup> March 2024

Unanimously approved with a comment regarding recording post appraisal actions in future

Mrs S Edmunds  
Clerk to the Council

21<sup>st</sup> May 2024

**24.04.6. To approve and update documents as required.**

6.1. Staffing Committee Terms of Reference

**Appendix A**

To change the number of councillors from four to “up to four”

6.1. Employee Handbook

**Appendix B**

Noted that the reference to “company” should be changed to “council” in the titles.

6.2. Civility & Respect Pledge

**Appendix C**

Considered the training is appropriate website requires to links to documents

6.3. Staffing Risk Assessments

**Appendix D**

Delegate to Clerk to produce a draft document using templates and existing policies for guidance, RA should be carried out for and by all concerned,

**24.04.7. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.**

*Reason: Confidential business relating to employment*

**24.04.8. To approve the appropriate level of staffing necessary to effectively support the work of the Council**

Friday 31<sup>st</sup> May 10am for the committee to inspect the OJFS and determine the level of work required, the clerk to prepare a job description.

**24.04.9. To confirm the time and date of the next meeting will be agreed as needed by e-mail between the committee members, in conjunction with the Clerk.**