



# GORING-ON-THAMES PARISH COUNCIL

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

Tuesday 10<sup>th</sup> June 2025 at 10:30pm at The Old School, Station Road, 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)

### **Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)**

*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.*

#### **Members Present:**

Chair Cllr N Mallen (NM)

#### Members:

Cllr B Newman (BN)

Cllr S Lofthouse (SL)

#### **Officers Present:**

Clerk S Edmunds (SE)

**Public and Press:** None

**Meeting started 10:42**

## **AGENDA**

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

Cllr B Urbick absent

### **25.08.2. Declarations of Interests [LA 2011 s31]**

None

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

None

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

25.08.4.1. Meeting held on 3<sup>rd</sup> February 2025

Unanimously Approved

**25.08.5. To consider/approve using a software package for Payroll**

**Unanimously approved** to recommend using Sage to provide payroll and move away from inclusive holiday pay to accrued holidays

**25.08.6. 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.**

To be agreed via email as soon as possible post appraisals

**25.08.7. 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*

**Unanimously agreed to approve the motion**

**25.08.8. To review and update contracts**

25.08.8.1. Confirmation of revised contract and job spec for Burial Clerk

**Unanimously approved** the contract for use.

25.08.8.2. New combined job spec, contract and timesheets for Litter picker/cleaner

**Action:** a further revised job spec to be drawn up, a proposal for council green waste bins to be submitted to full council

25.08.8.3. Staff Appraisal discussions/timeline

Dates for appraisals to be confirmed as soon as possible.

25.08.8.4. Future facilities staffing needs

**Action:** a further revised job spec to be drawn up, for an additional facilities role of 12-16 hours a week with the existing role moving to a consultant basis (self employed, zero hours)

25.08.8.5. Recommendations for future staffing requirements

Hold awaiting the result of 25.08.8.4 and also consider a new role for IT admin support.

Meeting closed 11.30