

CAPEL PARISH COUNCIL

Minutes of the **Staff, Office & Admin Committee** Meeting
Held virtually On **Monday 15 March 2021 at 6:30pm**

Present:

Cllr Ashley Saunders – Chairman
Cllr Suzi Rich – Vice Chairman
Cllr Trevor Sawyer

Also in attendance:

Helen Munro – Responsible Financial Officer (RFO)

Agenda No	Minute No.
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| 1. | 22. | ADMINISTRATION. Fire exits, sign in sheets, assembly point. |
| 2. | 23. | APOLOGIES FOR ABSENCE. There were none. |
| 3. | 24. | COUNCILLOR DECLARATIONS. There were none. |
| 4. | 25. | MINUTES. The minutes of the meetings held on 15 July 2019 and 14 September 2020 were approved as an accurate record and would be signed at the earliest opportunity. |
| 5. | 26. | MATTERS ARISING FROM THE LAST MINUTES. There were none. |

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press were excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information at 18.34.

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| 6. | 27. | APRAISALS. The RFO's appraisal was noted. There were no concerns to report. As the previous Clerk had left, her appraisal had not been carried out.

It was agreed that the new appraisal forms worked well and would be used for future appraisals. |
| 7. | 28. | INDUCTION. The induction of the new Clerk discussed. Progress to date was also noted. There were no concerns to report. Work would continue to be handed back from the RFO to the Clerk as agreed.

It was RESOLVED that there would be a three-month interim review for the Clerk to ensure she continued to be supported as she settled into the role. The six-month probation review would also be undertaken in July 2021. This would be added to the July agenda. |
| 8. | 29. | TRAINING. Staff training was discussed. Suitable training opportunities would be regularly reviewed. It was RESOLVED that a training log be created for all members of staff. |

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The meeting will be re-opened to the press and public at 18:45

9. 30. **OFFICE RE-OPENING.** Re-opening the office was discussed. It was agreed that staff be consulted on when and how the office would re-open in line with Government restrictions.

It was **RESOLVED** that Cllr Rich would work with the Clerk and prepare a risk assessment. The RFO would investigate and share appropriate sector specific guidance and templates. It was noted that the office would require deep cleaning before it re-opened and this would be included in the risk assessment.

10. 31. **DATE OF NEXT MEETING.** 19 July at 6:30pm. Location to be agreed

There being no further business, the meeting closed at 19:00.

Signed:

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Chairman

Date:

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