Minutes of the **Staff, Office & Admin Committee** Meeting

held on **Thursday 20 October 2022 at 7.30pm in Capel Village Hall**

**Present:**

Cllr Suzi Rich – Chairman

Cllr Ashley Saunders

Cllr Sian Young

Cllr Trevor Sawyer

**Also in attendance:**

Louise Goldsmith – Clerk,

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| **Agenda No** | **Minute No.** | |  |
| **1.**  **2.**  **3.**  **4.**  **5.** | **65.**  **66.**  **67.**  **68.** | **ADMINISTRATION:**  **APOLOGIES FOR ABSENCE:** There were none.  **DECLARATIONS OF INTEREST:** None.  **APPROVAL OF MINUTES**  The minutes of the meeting held on the 19 May 2022 were approved as a true and accurate record and were signed by the Chairman.  **OPEN SESSION:** There were no members of the public present. | |
| **6.**  **7.** | **69.**  **70.** | **INCREMENT RISE FOR THE CLERK.**  Members noted that the Clerk has recently completed and passed the Certificate in Local Council Administration (CiLCA). Members noted that the Clerk’s contract states that one salary point will be added to the salary on obtaining the CiLCA qualification.It was noted that the National Joint Council for Local Government Services has agreed the new rates of pay applicable from 1 April 2022 and that information on the award will be made available soon.  **RECOMMENDATION TO FULL COUNCIL**  **The Clerk to receive on increment rise to SCP 24.**  **POLICIES**   1. Learning and Development Policy 2. Community Engagement Policy.   Members considered and discussed both policies.  **RECOMMENDATION TO FULL COUNCIL**  **To adopt the Learning and Development Policy and the Community Engagement Policy.** | |
| **8.** | **71.** | **PARISH OFFICE:**   1. Services: The Clerk advised that the broadband/landline which is with Talk Talk currently costs £54.54 per month. A mobile phone contract is held with EE at a cost of £36.06 per month. The Clerk has contacted Talk Talk to negotiate a better deal but as the account is still registered in the name of the RFO who was in post in 2018 Talk Talk will not discuss the account. The Clerk is in the process of arranging for this to be changed and will also obtain some alternative quotes for Members to consider at the next meeting. It was noted that the mobile phone contract with EE ends in April 2023. The Clerk suggested and it was agreed that if the landline number could be on divert to the Clerk’s personal mobile number then a separate mobile phone would not be required which would be a saving. Alternatively, the Parish Council’s mobile phone could just have a pay as you go SIM. The Clerk’s preference is for the landline number to be diverted to the Clerk’s personal mobile phone.   **RECOMMENDATION TO FINANCE COMMITTEE**  **To note that the Clerk hopes to reduce the annual cost of the broadband and landline package and to cease the mobile phone contract.** | |
| **9.**  **10.** | **72.**  **73.** | **TRAINING:** It was noted that there have been no requests for training.  **DATE OF NEXT MEETING.** Thursday 19 January 2023 at 7.30pm. | |

With no further business to discuss the meeting closed at 7.57pm

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| Signed: |  | Date: |  |