



## Congresbury Parish Council

Orchard House  
The Old School Rooms  
Station Road  
Congresbury  
BS49 5DX

Tel: 01934 838802

Chairman:  
Parish Clerk: Nicky Andrews  
RFO: Gemma Palmer  
Administrator: Catrin Lewis

[www.congresbury-pc.gov.uk](http://www.congresbury-pc.gov.uk)  
Email: [clerk@congresbury-pc.gov.uk](mailto:clerk@congresbury-pc.gov.uk)  
Email: [finance@congresbury-pc.gov.uk](mailto:finance@congresbury-pc.gov.uk)  
Email: [admin@congresbury-pc.gov.uk](mailto:admin@congresbury-pc.gov.uk)

Minutes of the Staffing and Administration Committee meeting of Congresbury Parish Council which was held in the St Andrews Room, The Old School Rooms, Congresbury on **Monday 6<sup>th</sup> February 2023 at 7:30pm**

Present: Councillors Hughes, March, Clarke.

In attendance: Nicky Andrews (Clerk)

There were no members of the public present.

**22027. Public Participation**

None

**22028. Apologies for absence**

Cllr S Sampson was absent

**22029. Declarations of Interest and to consider any written applications for dispensations**

There were none

**22030. Minutes of the previous meeting**

The minutes of the Staffing and Administration Committee held on 5<sup>th</sup> December 2022 were agreed and signed.

**22031. Exclusion of Press and Public**

**Recommended** – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider commercial matters.

**22032. Clerk Update**

The Clerk reported that she had received two quotes for the new IT equipment she will obtain a third so a decision can be made for the new financial year. The office is running smoothly and we are catching up with the backlog of work.

**22033. To discuss clerks probation period**

The Council discussed objectives for the Clerk to pass her six months' probation at the end of March 2023.

**22034. Annual Leave**

The Clerk asked that the annual leave of the Council employees be streamlined so that they start on the first of April and not on the anniversary of their employment.

**Resolved** That the Clerk collates the pro rata holiday entitlement and updates the contacts to reflect the new holiday entitlement and start date. Cllr March proposed, Cllr Clarke seconded all Cllrs agreed

**22035. Staffing priorities for next Council term**

The committee would like to review the village orderly/maintenance position job description, the clerk to check how other Councils manage similar employees. A review/update of Council policies and procedures.

Meeting ended 8.34pm

Signed .....  .....

Date 25<sup>th</sup> Sept 2023