



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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Minutes of the Governance & Staffing Committee held on Thursday 15 June 2023, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Members: Cllr Sue Foott (Vice Chair of Parish Council and Chair of Governance & Staffing Committee), Cllr Michelle Harbord, & Cllr Mario Trabucco.

Clerk to Parish Council – Miss Marie Singleton

13. Agenda item 1 - Apologies for absence

All councillors in attendance.

14. Agenda item 2 - Declarations of Interest

None to declare.

15. Agenda item 3 – Public Participation

None in attendance.

16. Agenda item 4 - Approval of minutes of previous Governance & Staffing meeting 23 June 2022 and to note the 19 January 2023 meeting was cancelled.

The minutes of the Governance & Staffing Committee meeting dated 23 June 2022 were presented to members where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Trabucco, seconded Cllr Harbord. The minutes were signed by Cllr Foott. It was noted that the meeting 19.01.23 had been cancelled.

17. Agenda item 5 – matters arising from the previous meeting.

There were no matters arising from the meeting 23 June 2022 as all had been RESOLVED.

18. Agenda item 6 – To note the Terms of Reference for 2023/2024 Governance & Staffing Committee approved 16.05.23 as per Scheme of Delegation.

The terms of reference for the Governance & Staffing Committee were reviewed and the following amendments agreed and approved by all councillors in attendance.

- Composition – to take out references to elected and co-opted members and just use the term councillors.
- Chair – to note that the Chair is elected by members at the Parish Council AGM and not at the first committee meeting held in each council year.
- Meetings – it was agreed that as all personnel matters are now up to date and there is no outstanding governance, to change meetings from twice a year to

annually in June and for this to take place after a Full Council meeting rather than a separate meeting.

- Terms of Reference listing – to add an additional point stating the committee will be responsible in the first instance and oversee any complaints by councillors in breach of the Code of Conduct for Members.

19. Agenda item 7 - Personnel

- a. It was noted that a Local Government Pension Scheme Suspension Notice had been received from West Sussex County Council due to no employees currently in the pension scheme and was signed by Cllr Foott.
- b. It was noted that the new NALC 2022/2023 pay scales received in November 2022 had been applied through payroll as previously agreed.
- c. It was noted in this committee that the Clerk had successfully completed the CiLCA qualification and received her certificate November 2022.
- d. It was noted that the Clerks Performance Management Appraisal took place 20.10.22 and that the Clerk has now completed all targets for 2022/2023 as outlined below:-
 - To take over fully the RFO role from the Locum.
 - To ensure all finances have been investigated and options provided to the Parish Council on the Westergate Recreation Ground Fund, the Village Hall Fund, and the NS&I Investments.
 - The complete the CiLCA.
 - The ensure that the Parish Council is completely up to date with all outstanding issues that were inherited.

Councillors were asked to send any suggestions for new targets for the Clerk for 2023/2024 to Cllr Sue Foott for consideration.

Following a conversation on an Assistant's role as previously discussed at the last meeting, the Clerk advised that she still felt that there was no need for such a role at the present time as there was no significant increase in work that justified the need for another member of staff. This of course could change in the future and a job description had already been prepared and approved should this be necessary. The Clerk confirmed that her role was based on an annualised hours contract to allow for the ebb and flow of the parish council business with some months being lighter than others, overall, this arrangement was working well, and all annual leave was taken outside of meeting times. This also allowed the Parish Council to have control of the staffing budget with no unexpected overtime taking place throughout the year as any extra hours if required were paid annually only.

20. Agenda item 8 - Governance

- The updated policies schedule was reviewed, and it was noted that all policies were now up to date. All HR policies were due for review in 2024.
- Consideration was given to a new ICT E-Policy which amalgamates, IT Security for Councillors and Staff Policy, Privacy Notices, Broadcasting and Filming Policy which would include use of images and photos and National Cyber Security Action Plan – all councillors in attendance were in favour of this initiative.

