

**HAZLEMERE PARISH COUNCIL**

**CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ**

**MINUTES STAFF COMMITTEE MEETING HELD VIA ZOOM ON**

**16 July 2020 19.30 (Started 19.40)**

**Members of the Council present:**

J Baker (Chairman), C Oliver (arrived 19.40), M Roberts and J Weaver. The Clerk

ITEM NUMBER	ITEM TOPIC	DECISION
SC01/07/20	<b>APOLOGIES FOR ABSENCE</b>	
	No apologies were received.	Noted
SC02/07/20	<b>DECLARATION OF INTEREST</b>	
	Councillors did not take part in any discussions involving their declaration of interests below: Cllr C Oliver: Member of Hazlemere Sports Association Cllr M Roberts: Member of Hazlemere Bowls Club, Hazlemere Sports Association and Bucks County Council Pension Scheme Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust	Noted Noted Noted Noted
SC03/07/20	<b>PUBLIC SESSION</b>	
	There was no participation.	Noted
SC04/07/20	<b>EXCLUSION OF THE PRESS AND PUBLIC 19.42</b>	
	It was resolved in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 2060 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.	Approved
	<b>STAFFING MATTERS</b>	
	It was resolved that Councillor Jane Baker be elected as Chairman of the Staff Committee for 2020/21.	Approved
	The Clerk gave a verbal update on the staff, which was noted by the Committee.	Noted
	It was resolved that the Clerk be asked to investigate additional works for the Head Warden, including the possibility of putting a skip on site for the bricks in Holmer Green Road Woodland.	Approved
	The Coronavirus Risk Assessment was approved.	Approved
	It was resolved that the Chairman to draft a letter of appreciation to staff during these difficult coronavirus times.	Approved

Signed.....

**Chairman of Council**

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	It was noted that the Clerk is updating staff job descriptions in consultation with staff.	Noted
	<b>It was resolved that as part of the job description review the Clerk be asked to talk to the Clerk's Assistant to ascertain if the role could be expanded to progress it further.</b>	Approved
	<b>It was resolved that the proposed employment of a new member of staff be deferred until October 2020.</b>	Approved
	<b>It was resolved that the aim should be for the website and Facebook maintenance to be brought into the office, but that it should continue as at present until after the coronavirus, and be reviewed in connection with a potential new member of staff.</b>	Approved
	The Clerk thanked the staff for all their hard work during the pandemic it is greatly appreciated; Councillors were also thanked for their support during this very difficult period.	Noted
	The Clerk proposed that, in the light of changes to the coronavirus guidance, she should work 1 day in the office from 4 August 2020 and 4 days at home, with appropriate flexibility if necessary, and to hold meetings with the public by appointment only.	Noted
	The Clerk left the meeting at 20.30.	
	<b>Councillors approved the Clerk's proposals for home working during the coronavirus pandemic, subject to the progress of the pandemic and in liaison with the Clerk's Assistant on days.</b>	Approved
	<b>In private session, Councillors approved the payment of a £100 thank you gift from the Chairman's allowance to the Clerk's Assistant and the Head Warden for their work during the coronavirus.</b>	Approved

- The meeting finished at 20.40
- The next Full Council Meeting is 4 August 2020 at 19.00

Signed.....

**Chairman of Council**

Date.....

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