

Clerk to the Council

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Porlock



Parish Council

Parish Room

Old School Centre

West End

PORLOCK

Somerset TA24 8NP

Signed:

Date:

Minutes of the Porlock Parish Council HR & Staffing Committee Meeting

The Parish Room, Wednesday 20th September 2023, 3.45pm

Copies of minutes and reports are available on request

Councillors Present: Cllr S Colson, Cllr D McCanlis, Cllr S McCanlis (Chair) and Cllr L Thornton (taking minutes)

1. Apologies for Absence – to receive apologies for absence (LGA 1972 s85 (1))

No apologies as all present.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions.

Members to declare any interests they may have in agenda items and consideration of any prior requests from members for Dispositions (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))

None declared.

3. Items to be dealt with after the public, including the press, have been excluded.

(Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960

The Committee did not feel any items needed to be dealt with in closed session.

4. Public Participation.

This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate. (LGA1972 sch12, paras 10(2) (b)

No members of the public were in attendance.

5. Minutes for the Committee Meeting held on the 17 March 2023 – to approve the minutes.

PROPOSER: Cllr S Colson; SECONDER: Cllr S McCanlis. ALL PRESENT AT THAT MEETING IN FAVOUR

6. Caretaker

i) To review the role, remit, hours and rate of pay and make recommendations to Full Council to include a revised draft job description

The Committee considered the existing Caretaker's Job Description with notes added by the Clerk following her discussions with the retiring Caretaker. A number of changes were agreed to expand the role to include more maintenance and more areas of responsibility as raised by the Clerk, the revised Job Description for a PPC

Caretaker to be confirmed by the Committee by email as soon as possible so that the position could be advertised by Saturday 23rd September.

On the suggestion of the retiring Caretaker, the committee recommends that hours be increased to average circa 10 per week, to be paid as 40hrs per calendar month.

The committee also recommends that the rate of pay be increased to bring it into line with other comparable PPC salaries.

ii) To agree the recruitment process to include advertising and interview arrangements

It was agreed to advertise the position locally by poster to be provided by Cllr L Thornton as soon as the Job Description was finalised and published on the website. 40hrs per calendar month, £12.50/hr, job share to be considered. To be advertised for 2 weeks. Two to interview, interviewers to be agreed once interview dates/times arranged.

iii) To agree and implement interim cover for existing caretaker duties

It was agreed that Cllr L Thornton would ask Louise Crabb to additionally water/maintain the floral displays at the Old School Centre going forward and to increase her hours paid accordingly. It was agreed that Cllr. D Thornton would liaise with the retiring Caretaker regarding boiler operational and maintenance so he could cover these duties in the interim. It was agreed that Cllr. D McCanlis would lock the Doverhay toilets and Cllr. S Colson would lock the OSC toilet and gates in the interim. Cllr. S Colson will also empty and put out the bins in the interim to allow him to understand the best way to manage this going forward. It was also suggested that the recycling bins should be stored outside behind the OSC in a covered facility (to be purchased if necessary) to be accessible without the need for the Caretaker (or interim cover) needing access to the building.

PROPOSER for all items: Cllr D McCanlis; SECONDER: Cllr L Thornton. ALL IN FAVOUR

The meeting ended at 5.15pm

Signed:



Date: