

**MINUTES of GREAT BUDWORTH PARISH COUNCIL STAFFING COMMITTEE
MEETING**

held at the PARISH HALL at 6.30 PM on MONDAY 3RD August 2015

Opened at 6.30pm

Part1

1. Welcome and record attendance

Present

Chairman P McAndrew

Council Members L Hopkinson, R Collier, M Kershaw, H Forwood, M Torrance

Also present

Clerk C Marshall

Public 0

2. Apologies A Lee, H Brudenall Parish Council Members

3. Declarations of Interest

None

4. To hear representations from the public

No members of the public present.

5. Terms of Reference

It was agreed that the Terms of Reference presented by Cllr McAndrew (Appendices 1) would be adopted by the Staffing Committee with immediate effect.

Part 2

Items of a “confidential or other special nature” during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.

6. To consider an increase to the Clerks contracted hours

It was resolved that due to Clerks increased work load her hours would be increased from 5 to 8 hours per week – effective immediately.

It was additionally resolved that if the Clerk had to undertake any significant extra work or training that a part payment of 50% for the hours involved would be provided by the Parish Council.

7. To hear about changes to Pension Regulations and the Parish Councils Responsibilities as an employer

Cllr McAndrew advised that from January 2016 the Parish Council would have to provide a pension for the Clerk.

It was agreed that the Parish Council would provide a payment of 1% of Clerks earnings annually towards the Clerks pension.

Action: Cllr McAndrew to contact ChALC and the Pensions Regulator to ensure the Parish Council are meeting their statutory requirements.

8. Dates of Next Meeting

November 2015.

Closed 7.00pm

Signed as a true record

**Chairman
7th September 2015**

Caroline Marshall, Clerk to Great Budworth Parish Council
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