



*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Whitwick Parish Council Staffing Meeting Minutes

20th May 2025

Meeting Date: 20th May 2025

Meeting Location: Whitwick Bowling Pavilion, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 11.00 AM

Councillors Present:

- Cllr Peter Moulton (Chair), Cllr Anthony Barker, Cllr Andy Roach

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- No members of public

25-165 APOLOGIES

No apologies were received.

25-166 DECLARATIONS OF INTEREST

No declarations of interest were received.

25-167 PUBLIC PARTICIPATION SESSION

No public were present.

25-168 MINUTES

On the motion of Councillor Andy Roach, seconded by Councillor Peter Moulton,

The Councillors RESOLVED that the minutes of the meeting of the Staffing Committee held on Thursday 30th January 2025 be confirmed as a true record and signed by the Chair.

25-169 PARISH CLERK TRAINING

On the motion of Councillor Anthony Barker, seconded by Councillor Andy Roach,

The Councillors RESOLVED to approve the Parish Clerk's attendance at the SLCC East Midlands Basics Bootcamp at a cost of £85.00 plus vat.

On the motion of Councillor Peter Moulton, seconded by Councillor Anthony Barker,

The Councillors RESOLVED to approve the Parish Clerk's attendance at the SLCC Annual Conference at a cost of £450.00 plus vat.

Members declined to auto approve the Parish Clerk's attendance at the SLCC Annual Conference each year as part of the Clerk's ongoing training, preferring to vote and approve each year.

Attendance at the Practitioners Conference was not voted on at this time as no prices were available at this time.

25-170 CARETAKER UPDATE

The Parish Clerk updated members regarding the caretaker recruitment.

Parish Clerk to inform committee members of how many applicants we receive for a vacancy.

Parish Clerk to inform committee members of interview details for candidates.

The Parish Clerk informed members that the Parish Warden was willing to provide holiday/relief cover when required for the caretaker, and it was proposed that he would have a training session with the current caretaker. Members agreed with this to be actioned by the Parish Clerk.
It was also agreed that a set of keys be provided to the Parish Warden for these duties and also to the Chair of the Property Management Committee, Councillor Anthony Barker.

25-171 EXCLUSION OF PUBLIC AND PRESS

On the motion of Councillor Anthony Barker, seconded by Councillor Andy Roach,
The Councillors RESOLVED to exclude the public and press for the confidential session.

25-172 PARISH CLERK CONTRACT

The Parish Clerk presented details regarding her initial contracted hours, the approved temporary hours position and toil worked over the last year, whilst recruiting and training the new office team, which was still work in progress for all the new team members. It was noted that work was still ongoing to catch up with many outstanding tasks and backlog of minutes, that the schedule pre and post meetings was demanding for the Clerk and Deputy and that the additional toil, training hours or hours required for Parish Council events have not been budgeted for in terms of wage costs for any office employees. Members and the Clerk also discussed the office workload, and methods were suggested to help reduce that, such as minimising the size of the agenda, which was difficult when there are so many statutory items for a Council agenda. Members did not want the progress achieved thus far to go backwards if hours were reduced too soon. Members agreed toil to continue until the Council audit had been completed. The Parish Clerk to remain on the temporary 37 hours after the audit. A further review to be carried out in July, once the audit had been completed.

25-173 PENSION

The Parish Clerk thanked Members for the increased Pension Contribution for Staff but asked Members to consider future provision for Employers Pension contributions, especially with the current discussions regarding Unitary Councils.
Members had previously requested confirmation of the content of the Pension contribution discussion with LRALC at the Council Meeting on 16th May 2024 with any advised figures.
The Parish Clerk provided the details as requested and confirmed that it had stated that the level of pension contribution made by the Council should have been reviewed prior to the Parish Clerk’s 6 month review in August 2024 and the new staff appointments in September 2024.
It was confirmed that no specific figures had been recommended to Council, but a significant improvement was needed for staff retention and recruitment, especially as the LGPS Scheme was a much higher contribution rate and a pension was viewed as part of the pay and benefits package.

25-174 DATE OF NEXT MEETING

Members noted that staffing meetings are ad hoc and arranged as required.

25-175 FUTURE AGENDA ITEMS

Members noted all future agenda items should be raised with the Parish Clerk for consideration.

The Chair thanked members for attending.

Meeting Closed: 10.49 am.

Chairman’s Signature:

Chairman Name:

Date Signed: