



Proper Officer, Sue Reid
t: 07881 989148

e: Clerk@bishopmonkton-pc.gov.uk

Bishop Monkton Staffing Committee Meeting Minutes

Minutes of a Meeting of Bishop Monkton Parish Council Staffing Committee held Thursday 14th November 2024 in the Village Hall Lounge, Bishop Monkton.

Commenced: 19.00
Concluded: 20.35
Attending: Cllrs Culshaw (Chairman) Oliver and Sargeson.
Also Present: S Reid (Clerk) plus 1 member of the public.

- 2024/SC007 To receive any apologies.**
No apologies were received.
- 2024/SC008 To consider the apologies and decide whether to approve reasons for absence.**
Not applicable.
- 2024/SC009 Declaration of Interests**
- a) To receive any declarations of interest.
No declarations of interest were given.
 - b) To receive, consider and decide upon any applications for dispensation.
No requests for dispensation were received.
- 2024/SC010 To approve the minutes of the Bishop Monkton Parish Council Staffing Committee Meeting held 24 July 2024.** (Circulated under separate cover)
RESOLVED That the minutes of the meeting held 24.07.2024 be approved as a true record of proceedings.
- 2024/SC011 Reset and Way Forward.**
- a) To consider and adopt/approve processes to ensure 2024/25 AGAR and regular council business is done to time and quality.
 - The council had released a statement to members of the public acknowledging difficulties and advising that the council was undergoing a 'Reset' to ensure that both the clerk and the council meet their objectives. It was noted that this is a council problem and not attributed to any one individual.



- An annual diary of requirements was considered and will act as an aide- memoire for both members and the clerk. Cllr Culshaw to email a copy to the clerk for her comments.
 - A monthly diary was considered and the following points agreed:
 - The clerk will email a draft agenda to the chairman by the Monday prior to publication for his perusal. He will ensure this is returned to the clerk by the Wednesday to allow the clerk to meet the deadlines for publication.
 - The clerk will add a list of invoices to be paid and bank statements to the agenda pack.
 - The clerk to produce draft minutes within 7 days of the meeting. Standing Orders to be amended to reflect this.
 - The clerk will provide 3 hard copies of the full agenda pack for each meeting. This is subject to review of procedures.
 - Items which councillors have been mandated to action will have a written report using the standard council templates. These will be submitted to the clerk for inclusion in the agenda pack by the cut of date provided by the clerk each month.
 - Members would rather have emails sent to them in advance even if the clerk is including them as agenda items. This gives them further time to digest the content.
 - To set the facebook page to not allow public comments. The aim is to utilise the website as much as possible.
- b) To consider working hours, flexibility and accountability.
RESOLVED That the clerk will:
- Change the email ryder to include text to state that if the need is urgent to telephone the clerk.
 - The clerk has the pc email on her personal telephone so she can see if anything urgent comes in.
 - Given the clerks limited working hours she allows say half an hour on Monday to fully deal with emails and then one full day during the week, thus keeping on top of communications.
 - That the clerk will email the staffing committee to advise when she is nearing the end of her contracted hours to notify them she will be going over that month.
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- c) To consider the process and date of staffing review.
RESOLVED That a date for January 2025 be considered for the appraisal. Cllr Culshaw will obtain relevant guidance and documents from YLCA to ensure procedures are adhered to.

2024/SC012 To consider excluding the public and press under the Public Bodies (Admissions to meetings) Act 1960

RESOLVED To exclude members of the public.



2024/SC013 Complaint from Member of the public

Members and the clerk considered a complaint received from a member of the public and decided upon the action to be taken.

2024/SC014 The next meeting of Bishop Monkton Parish Council Staffing Committee will be held at a time to be confirmed depending on requirement.

DRAFT