



# Boughton Malherbe Parish Council

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## Minutes of the Meeting of the Parish Council Staffing Committee held on Monday 6<sup>th</sup> November 2017, 6.45pm in Grafty Green Village Hall

**Present:** A Allum; T King; J Collins  
Clerk Mr Chris Hume

In attendance: Cllrs R Turner and R Galton

The Clerk opened meeting at 7.30pm

1. **Anybody filming or recording this meeting to declare it:** No declarations made.
2. **Apologies** – none received
3. **Declarations:**  
Any lobbying - none  
Any interest in items on the Agenda - none  
Any changes to the register of pecuniary interests – none
4. **Terms of Reference** – amendments were suggested. Clerk to amend, re-order and standardise with other committee terms of reference and bring back to full council for approval
5. **Chairman** – Cllr King was elected chairman of the committee
6. **Clerk's Probation** - following a 13- week probation period Chris Hume was confirmed in post as Clerk
7. **Draft Employment Policy and Procedures** – draft policy and procedures were discussed. Several amendments to be made by the Clerk. It was resolved to approve the document as a working version with further discussion at the next meeting of the committee
8. **Staffing Costs for 2017/18** – a draft budget was discussed and was agreed as a working document to be used to inform the council's budget process. The Clerk was asked to monitor hours worked over the next two months
9. **Clerk's Salary Arrangements** – it was resolved that the Clerk will be paid at point 20 on the NJC scale for 2017, not 2014/15 as in his contract and this will be updated each year in line with the NJC agreement
10. **Submission to Pensions Regulator** – noted nil return. Clerk to clarify qualification level for offering a workplace pension
11. **Further Information** – none

The Meeting closed 7.27pm