



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
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Upton
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Minutes of the Upton by Chester and District Parish Council's Employment Committee Meeting held on Monday 13 May 2024, 7.45pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr R Lee, Cllr S Stanley (Chair) and Cllr Wilman.

In the absence of the Clerk, Cllr Wilman took the minutes

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Lingard.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The minutes of the meeting held on 8th April were accepted and signed by the Chair as a true record of that meeting.

EXCLUSION OF PRESS AND PUBLIC

In view of the confidential nature of the matters to be discussed, Council is advised to resolve to exclude the press and public from the meeting for the items 4-9, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960.

4. EMPLOYEE HANDBOOK

The Locum Clerk will agree a timeline for the Council to approve the Employment Handbook.

5. FACILITIES SUMMER STAFFING

Cllr Lee and Cllr Stanley put forward a staffing proposal for the summer period for recommendation to the Council.

Cllr Lee and Cllr Stanley will update the June Council meeting on how well the proposal is meeting the Council's needs.

The two new Bank Staff have received an induction, and settled in well. They will undertake ongoing training.

There was no proposal available for staffing needs for the Annual Funday.

6. TIME RECORDING

The objectives for activity-based time recording were discussed. These require to be clarified in order to provide data on which to base staffing decisions for the future.

CLlr S Akhtar joined the meeting.

7. VOLUNTEER POLICY

This was delegated to the Locum Clerk, along with a review of current volunteer record keeping for Health & Safety purposes.

8. STAFF MANAGEMENT

The appraisal for the Facilities Manager will be conducted in early July.

9. STAFF ABSENCE

The committee received an update on staff absence.

Two part-time locum Clerk/RFOs have been recruited to support the Council for the next three months.

10. DATE AND TIME OF THE NEXT MEETING.

The next meeting will be held on Monday 17th June at 7.45pm, subject to confirmation at the Annual meeting.