**Rossett Community Council**

**Staffing Meeting**

**Monday 14th August 2023**

Attendees: Cllr Parrington, Cllr Roberts, Cllr Woods, Cllr Todd and the Clerk.

Cllr P Roberts began by confirming the minutes from last meeting were accepted. There was only one action not completed between the Clerk and Hydes Brewery regarding holiday pay information. The Clerk explained the current system for holiday pay and all were happy with the method so this was considered done.

The Clerk confirmed appraisals had been completed for the Street Warder, Community Agent and Clerk and all were happy. An appraisal for the Park Warden would be organised in the next few months having only been employed in April. The Clerk had retrieved the risk assessments for individuals and these were reviewed and accepted.

The Street Wardens next holiday period was approaching and it was decided the Clerk would keep in check on the most important jobs that needed covering during this time off. These would be delegated to the Park Warden where possible but as he doesn’t drive they may need to be spread to other councillors/volunteers also. The Clerk confirmed Cllr W Cleaver had already volunteered to help with trailer tip runs where needed and the committee agreed he should record his mileage to claim petrol monies.

Cllr A Parrington mentioned he had met with the Park Warden for a welfare chat regarding some health issues. These were now being monitored professionally and remain ongoing with private health support. The committee all agreed that he was doing an excellent job, has good knowledge of plants and should be commended. Regarding the Street Warden, during his appraisal it had been agreed that as there was no official clocking in/out system he would clock in and out with place of work with the Clerk via a WhatsApp message. This was not only for time keeping purposes but for safety reasons when lone working. This had started off well but was not being followed lately. **Action – Clerk to send email from Staffing Committee to highlight this arrangement again.** The Clerk suggested if this wasn’t working that a more thorough rota was drawn up for where the Street Warden would be working each day and then if he needed to change from this then he should message to give details of where and when.

Cllr P Roberts mentioned there was a map of the Ward that was broken up into four areas. This was used previously to set out the jobs for the street warden. He suggested this was reviewed and could be used again for creating a more structured routine. **Action – Clerk to locate map**

The Clerk explained the current situation with the Community Agent Funding and that the amount paid had differed from the contract signed. The Clerk acknowledged she was waiting for a reply from the Commissioning Officer and would keep the committee updated on this.

Cllr P Roberts was happy with the current situation and agreed a meeting should be scheduled for 3 months’ time to review again. A copy of minutes would go to the council meeting this month as Cllr P Roberts had given apologies for this meeting.

The meeting ended.