**Rossett Community Council**

**Staffing Meeting**

**Friday 3rd May 2024**

Attendees: Cllr Parrington, Cllr Roberts and the Clerk.

1. **Apologies for absence**

Cllr Woods and Cllr Todd

1. **Matters Arising**
2. Review of Working Arrangements – All employees roles and current conditions were discussed. The Clerk informed that appraisals were due and would commence the following week. The Clerk mentioned that Ali, the community agent had been a little disheartened of late in regards to all the changes coming through from the commissioning officers at WCBC. The Clerk would forward onto Cllr A Parrington on his request all the paperwork the CA was now having to complete per client. **Action – Clerk to email paperwork over.** The Clerk recommended asking for a meeting with Vicki Lindley-Jones/Steve Latham-White at WCBC with Cllr A Parrington and Ali to discuss what options there were for helping aiding this situation. It was decided this would happen after completing Ali’s appraisal. Regarding the street warden, it was decided a meeting would be requested with him to finalise his rota for Spring/Summer season and a new map drawn up for this. The Clerk felt happy that her working arrangements were working well. The Park Warden was discussed in more detail in point 2 iii.
3. Living Wage Foundation Increase – The Clerk confirmed that the living wage foundation had increased and this was changed through the payroll too. This was accepted.
4. Park Warden – The Park Warden, Ollie, had received a welfare meeting with the Clerk and Cllr A Parrington, after having to take some planned annual leave time off for health reasons. Cllr A Parrington confirmed that he was in a good place and ready to return back to work so it was agreed for him to start the weekend. He was advised that if he felt the need for time off again then he would need to request a sick note from the doctor.
5. Community Agent Funding – The Clerk confirmed the monitoring forms had been submitted for the CA funding and was waiting for the contract to be sent over for signing.
6. Clerk Salary Scales Progression – The Clerk requested that her progression up the salary scales be considered as she had been in the position for 2 years now. The scale point currently on was LC2 (18). After a discussion between Cllr A Parrington and Cllr P Roberts, it was decided that a rise to point LC2 (20) would be suggested to the full council at the next meeting. Cllr P Roberts requested the Clerk to put together a little paragraph of what she had achieved and any training courses completed to aid with this decision. **Action – Clerk to write summary and add to agenda.**
7. **Any Other Business**

None

The meeting ended.