**Rossett Community Council**

**Staffing Meeting**

**Tuesday 5th October 2021**

Attendees: Cllr Parrington, Cllr Roberts, Cllr Woods, Cllr Todd and Wendy Pace

Ali Pickard joined the first part of the meeting. Cllr Parrington summarised the importance of the Community Agent role and in particular the part Ali plays in making it a success. The community café will be moving to its new location at the Golden Lion in the next week and it’s hoped this will enable it to go from strength to strength. Cllr Todd reiterated the phenomenal effort by Ali over the last 12 months which has been particularly challenging. Ali confirmed she would rather try to organise more events now the Covid situation is slightly easing as this achieves more hits than one to one work. She confirmed that she has received a number of volunteer offers and whilst this has been time consuming it should pay off in the longer term with more help accessible. The Clerk suggested that the Living Wage Foundation rate was due to be reviewed in November and would normally be adopted in April and this was accepted. The Clerk was happy that Ali had received the Social Care payment and suggested that an honorarium payment could be made to recompense for the times when Ali provides a service over and above that expected. Ali advised that would be very useful as she does need to upgrade her home computer which she also uses for work. The provision of a laptop was discussed but Ali explained that she needs a certain specification and to use it for her other work. She will inform the Clerk if she feels the provision of a laptop would be beneficial. Ali suggested it would be helpful if she felt she could reach out to the whole council as she predominantly referred to the same Councillors for assistance and Cllr Woods confirmed that Ali should contact any of the Community Councillors with requests. Ali declined the offer of a formal appraisal but would inform the Clerk should she have a change of mind. Ali then left the meeting.

Ron Jenkins and Colin Hughes then joined the meeting. The Clerk reported that she was happy with the work provided by both employees and they worked well as a team which had been a benefit on some of the larger community jobs. The meeting agreed that they had played a pivotal part in enhancing certain areas of the village. Ron and Colin both agreed it was nice to get some positive feedback on the work they had done. Overall they both said they were happy with the roles and had no suggestions for change. They were both given a copy of the Risk Assessment produced for their roles and Cllr Woods summarised why this had been produced. They were asked to read through it and notify the Clerk should there be anything that required modification. The Clerk spoke of the requirement for training as this had not happened when Ron started, due to the restrictions with Covid 19 and it was some time since Colin had undertaken training. It was agreed that the Clerk would purchase on-line training to cover COSHH, working on ladders, lone working and manual handling and these could be carried out using IT at the Golden Lion. Once completed the certificates should be printed and given to the Clerk for the employee records. Both employees had a requirement for additional uniform (Ron, trousers, polo shirts and sweatshirt and Colin trousers) so these will be progressed by the Clerk. They highlighted a need for some additional equipment, they advised that the power tools were great but consumables had not been provided ie. drill bits, grinding discs, socket sets etc. Cllr Parrington advised that they do a list of requirements and this can be processed by the Clerk. Colin highlighted an issue with storage as there is now quite a lot of equipment being stored at the toilet block and the Clerk agreed that plans for alternative storage needed to be considered. They were also informed regarding the Living Wage Foundation increase and declined the offer of appraisals. Ron and Colin then left the meeting.

Cllr Roberts raised an issue with the possible offer of an honorarium to the Community agent and how this may impact on the role of Park and Street Warden. The Clerk confirmed this was understandable however, they were currently all on the same rate of pay and an honorarium would only be considered when there was a documentable reason for the Community Agent working over and above the expected level.

The Clerk reported that the annual pay rise for NJC was still under negotiation. Once agreed this would be submitted for adoption and backdated to April 2021. She confirmed that some circumstances were due to change for her and this had led to a re-evaluation of the roles she is currently employed in. She wanted to give the heads up that she intended to resign from the Clerk’s position in the early part of 2022. As an election would be due in May she felt it would be beneficial for a new Clerk to be in position by then but there was some flexibility in an end date to allow for an appropriate hand over period, dependent on the requirements of the successful applicant. Cllr Woods reported that he felt that some of the individual committees would need to play a more integral part to assist the new Clerk i.e. the Finance committee with the audit.