

East Peckham Parish Council

EPPC Staffing Committee Minutes

Minutes of a meeting of East Peckham Parish Council's Staffing Committee, held on Thursday 8th January at 8pm in the Parish Meeting Room, Jubilee Hall, Pippin Road, East Peckham TN12 5BT.

1. Attendees, Apologies for absence

Attendees: M. Joannes, D. Seal, J. Scorey, M. Williams, Parish Clerk

Apologies: H. Wright

2. To elect a Chair and Vice Chair

It was resolved as follows:

Chair: M. Joannes, proposed: D. Seal, seconded: J. Scorey, all in favour

Vice Chair: J. Scorey, proposed: M. Joannes, seconded: D. Seal, all in favour.

3. Signing of Minutes of previous meeting; 20th November 2024

It was resolved that the minutes were a true and accurate record.

Proposed: M. Joannes, seconded: D. Seal, all in favour

4. Annual Appraisals: Appoint committee member(s) to carry out annual reviews

It was resolved to appoint D. Seal to carry out the staff annual reviews, with the Clerk, and D. Seal and J. Scorey to carry out the Clerk's annual review (evening time)

Proposed: M. Joannes, seconded: D. Seal, all in favour

Part 2: Matters for Discussion in Private

1. Staffing Review

5.1 Review current permanent roles and consider any increases in resourcing needed

The current level of staffing was discussed and each role considered. Clerk reported that the current hours for the roles were sufficient for each one, but additional long-term support required within the administration team.

5.2 Review temporary staff resource requirements

Clerk reported hiring a temporary staff member had been very beneficial and enabled the Parish Office to catch up on a lot of background administration as well as support the office during a particularly busy period (Public Meetings, Regulation 18 Consultation Response, staff leave etc.) It had highlighted the need for a permanent admin assistant.

It was resolved the Committee would put a proposal to Full Council for recruiting the role; Clerk to research appropriate scale point for the role and prepare a motion for Full Council to consider.

Proposed: M. Joannes, seconded: J. Scorey, all in favour

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5.3 Review resource requirements for management of Neighbourhood Plan and consider potential options.

Clerk fed back following a meeting with D. Chapman (Triformis) that some official Project Management will be required to produce the Neighbourhood Plan. There is no capacity with the Parish Office and external resource will be required. Should the admin assistant role be approved, there will be some capacity there to help with the administration side of it. Therefore the 2026/27 budget for the Neighbourhood Plan will need to reflect the cost of the external resource..

2. Matters for future discussion;

Recruitment Appraisals

7. Confirm date of next meeting;

February, subject to completion of appraisals.

Meeting Closed 9.10pm