



**MINUTES of the EMPLOYMENT ADVISORY GROUP MEETING of FEERING PARISH COUNCIL
held at Feering Community Centre on Tuesday 1 August 2023 at 10.30 am**

Present: Cllr P Lees (Chair) Cllr P Carlaw Cllr S Taylor
Cllr N Warwick Lisa Collins – Clerk to the Council

001/2022 Welcome and Apologies

Cllr Lees welcomed everyone to the meeting. Apologies were given to the clerk for the delay in the meeting. Explained that the meeting was a closed meeting due to the nature of the meeting and is confidential from the council. Only outcomes are communicated to the Council.

002/2022 To review list of priorities for Clerk

1. Continue with CPD entitlement and look for further training to undertake – Look again for the VAT course. FILCA has been completed which was part of the target.
2. Continue to communicate priorities with the Council and using these to guide her work – Clerk felt that it had improved this year and the chairman agreed. It could still improve and should be a continuing target.
3. Continue improving the profile of the Council and the Clerk – PR has improved, however due to the loss of the PR person this has faltered and should be continued.

It was proposed by Cllr Lees and seconded by Cllr Warwick that the previous targets had been met.

001/2022 Clerk and committee members to look at areas of strength and areas that need improvement and set the targets for the forthcoming year.

Clerk felt that it had been a good year generally. Discussion was held around what the Clerk felt went well and what was not so good, including the death of the monarch. The clerk felt that she has managed to catch up from where she was at the last meeting. Good financial year but Clerk felt that there may not be such a good coming year as would need to increase the budget in the next financial year, spending of reserves on the building maintenance is considerably more than was expecting although this could be negated by the increase in the housing on the Bloor site. Discussion was held around how the increase in housing in due course will affect the Clerk's workload. Playing Field Committee needs to get back on track due to the elections. The Community Living Room is very well received and a number of residents are attending on a regular basis. The clerk felt that the loss of the PR person was disappointing and we need to think about looking for someone else who can help the Parish Council. Communications have been reduced given that it is now all down to the Clerk but important issues are being communicated effectively. CPD raised as it is difficult to find courses which are relevant – EALC are putting out courses aimed at new clerks and would be more appropriate for a refresher. SLCC Planning course undertaken, but it was very much aimed at Neighbourhood Plan. Discussion was held around the hours worked by the clerk and whether additional hours are needed. The Clerk informed the Councillors that she did not want more hours to ensure her work life balance remained. Discussion was held around a concern held from an employment point of view of the hours that the Clerk works, including working in evenings and weekends. It was discussed that this worked best for the Clerk and gave her the work life balance she needed to be able to spend time with her family.

- 002/2022** **To note the increase in the Clerk's annual leave entitlement from April 2024 and confirm.**
- Discussion was held around the fact that the clerk has been at the Council for 5 years in September and that an increase in holiday days should be affected from the beginning of the holiday year in 2024/2025. The increase will amount to 20 days per year plus bank holidays.
- 003/2022** **To discuss and agree proposals to be put forward to Full Council in terms of salary review.**
- Recommendation to Council is that the projected performance point is paid and backdated to 1st April 2023, proposed by Cllr Lees, seconded by Cllr Carlaw.
- Targets for the following year to include:
1. Continue to communicate priorities with the Council and using these to guide her work particularly around financial year end, audits, budget/precept preparation, APM/Annual Report.
 2. Continue with CPD entitlement and look for further training to undertake including VAT, social media / PR training.
 3. Ensure new Councillors feel supported and are supported in their role and feel that the Clerk is accessible. New councillor formal feedback to be received by date of next meeting should indicate being and feeling supported in their new role.
 4. Continue improving the profile of the Council and the Clerk.
- An increase in holiday dates will take effect on 1 April 2023 due to long service award of the Clerk.
- 004/2022** **AOB raised by the Clerk**
- No issues raised by the Clerk.
- 005/2022** **Date of next meeting**
- Meeting to be held on Tuesday 3 October at 10.00 am
- Date of next meeting (if required)**