

# Cowling Parish Council

<https://cowlingparishcouncil.org.uk/> [clerk@cowlingparishcouncil.org.uk](mailto:clerk@cowlingparishcouncil.org.uk)

**DRAFT MINUTES OF THE MEETING COWLING PARISH COUNCIL STAFFING COMMITTEE HELD Thursday 24 March 2022 at 6:00pm at St Andrews Church, Cross St, Cowling, BD22 0AY**

*L.A Whitehead*

**Linda Whitehead, Clerk and RFO Proper Officer**

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**Present:** Councillor G.Taylor, Councillor P. Weatherhead, Councillor A. Lynch

In Attendance: L.Whitehead (Clerk)

**SC 16/21 Apologies:**

1. **To note any apologies received**  
Cllr M.Dalby, No apologies recieved.
2. **To approve any reasons for absence submitted for consideration**  
None declared.

**SC 17/21 Declaration of Interests:**

1. **To record any Councillors disclosable pecuniary interests (DPI) or other interests in relation to items on this agenda.**  
None declared.
2. **To consider any Councillor requests for DOI dispensation in connection with items on the agenda.**  
The Clerk was asked to leave the room at point SC 21/21 'To note implementation of staff pension'.

**SC 18/21 Minutes**

**To approve minutes of the Staffing meeting of Cowling Parish Council meeting held Thursday 27 January 2022.**

**RESOLVED:** That the minutes of the Cowling Parish Council Staffing Committee held Thursday 27 January 2022 to be approved as a true and accurate record of that meeting.

**SC 19/21 Public Participation**

Non present

**SC 20/21 To note the implementation of new NJC Payscales**

**RESOLVED:** The committee approved the new increased NJC payscales.

**SC 21/21 To note the implementation of Staff Pension Plan**

**RESOLVED:** The Clerk was offered the Staff Pension Scheme and accepted. The Lengthsman to be offered the same offer and complete a 'Pension Opt Out Form' if not required.

Signed: .....G.Taylor (Chairman)

Date:

**SC 22/21 Reminder of Performance Evaluation processes**

**RESOLVED:** The Performance Evaluation Process for employees was agreed and will be implemented.

**SC 23/21 To consider the approval of working from home allowance for Clerk**

**RESOLVED:** To approve the working from home allowance in line with the national agreement.

**SC 24/21 To consider the approval of extra hours**

**RESOLVED:** To approve the extra working hours for the Clerk for the months of January & February 2022.

**SC 25/21 To review risk assessment of Lengthsman**

**RESOLVED:** To ensure that the Lengthsman is adhering to Health & Safety rules.

**SC 26/21 Correspondence**

**To note any correspondence received not dealt with on this agenda.**

To calculate sick leave and holiday entitlement.

**RESOLVED:** Chairman to investigate sick leave and holiday entitlement and inform the Clerk and Lengthsman.

**SC 27/21 Next meeting:**

That the next meeting of Cowling Parish Council Staffing meeting be as required.

Meeting closed at 7:05pm

DRAFT

Signed: .....G.Taylor (Chairman)

Date: