



# BEMBRIDGE PARISH COUNCIL

5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN

Tel: 01983 874160

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## Minutes of the Staffing Committee meeting 10:00am 30<sup>th</sup> January 2024

Mark Rochell, Responsible Financial Officer to the Council

1<sup>st</sup> February 2024

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Committee Members: Cllr M Groom, Cllr P Kenny, Cllr G Stoddart-Stones, Cllr L White

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**Public Forum:** Members of the public are invited to speak on items on the agenda in accordance with Standing Orders. Answers may be given during the meeting or in writing following the meeting. At the chairman's discretion, members of the public may be invited to speak on specific items during the meeting. (Please introduce yourself when addressing the Council.)

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### Agenda

1. Apologies for Absence

To receive apologies for absence

Received: Apologies accepted from Cllr Noyes.

2. Declarations of Interest

To receive declarations of pecuniary or other interests relating to items on agenda.

None received.

3. Minutes of the Last Meeting

To receive for approval minutes of the Staffing Committee meeting held on 7<sup>th</sup> November 2023.

Agreed and signed.

4. Exclusion of Public and Press

To resolve that in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted.

Resolved.

5. Staffing

To discuss staffing arrangements.

Resolved:

5.1 Resolved to recommend to Full Council that Mark Rochell be offered the role of Acting Clerk/RFO and Proper Officer to the Parish Council, until further notice.

Working hours to be increased from 1<sup>st</sup> February to 8hrs per day Mon – Fri.

Office opening hours to remain at 09:30 – 12:30 Tues – Fri.

5.2 i). Received update on staff absence.

ii). Resolved to follow employment guidelines in relation to staff absence.

5.3 Resolved to recommend to Finance and Governance that the option of taking the toilet cleaning contract 'in-house' be added to the agenda item relating to new toilet cleaning contracts.

DATE OF NEXT MEETING – TBC

Meeting closed – 11:18am