

CLAY CROSS PARISH COUNCIL

Minutes of Extraordinary Clay Cross Parish Council Meeting held in the Council Chamber at Clay Cross Social Centre on Friday 12 August 2022 at 7PM

Present: Councillor G Morley Chair
Councillor B Wright Vice Chair

Councillor Mrs M Jones	Councillor D Rossiter
Councillor Mrs T Reader	Councillor Ms K Rouse
Councillor A Reader	Councillor A Rouse

Also Present: Dawn Kershaw, Parish Clerk

3258/22 Apologies for Absence

To receive and approve Apologies for Absence and reasons given. Councillor E Mansbridge (Care Commitment) and Councillor D Skinner (Absent). ***Resolved That: the Apologies for Absence and the reasons given are approved.***

3259/22 Staffing

Councillor Wright reported that the purpose of this meeting was to carry out a review of the current staffing structure. This review has been driven by the loss of the Social Centre Grant Aid payment of £14,867 along with an approx. loss of £3,000 from Rykneld Homes following the closure of their Area Housing Office; it was further noted that the Parish Council has already agreed to take £14,665 from its balances to meet the 2022/23 projected funding shortfall.

It was confirmed that contracts of employment for all staff have been inspected and it has been noted that due to the lack of work being generated by the Working Groups, the work of the Parish Clerk is now being duplicated by the Administrative Assistant - there seems to be no appetite to continue with the Working Groups as most issues are now raised as Agenda items at full Parish Council meetings.

The Caretakers role has been reviewed following issues with working times, which have been addressed. There are currently no issues with our Cleaners. In future and as personnel change, it may be an opportunity to incorporate Caretaker and Cleaner positions into a 'General Assistant' type role.

At the conclusion of the discussion, Councillor Wright and Councillor A Rouse moved and seconded a motion to make the post of Administrative Assistant redundant. The motion was put to the vote and was approved (5 in favour, 2 against and 1 abstention).

Resolved That: the post of Administrative Assistant is made redundant and as per the post holder's contract of employment, 4 weeks' notice is served and payment in lieu of any remaining annual leave is made.