



LISS PARISH COUNCIL

Minutes of the Staff Committee held at 10.45am on 10th February 2025 in the Village Hall.

Members: *Cllr K. Budden (Chair), *Cllr P. Payne, *Cllr C. Olley, *Cllr C. Williams
*Present

Clerk: S. Smith

19/SC/25 Apologies

There were no apologies.

20/SC/25 Declarations on interests

There were no declarations of interest.

21/SC/25 Minutes of the meeting of 7th November 2024 and any matters arising

Resolved: That the minutes of the meeting of 7th November 2024 be approved as a correct record of the meeting (proposed by Cllr Williams and seconded by Cllr Olley with all in favour).

There were no matters arising.

22/SC/25 EXEMPT Session

Resolved: That the following items be taken in exempt session due to the personal and confidential nature of the business to be discussed (proposed by Cllr Williams and seconded by Cllr Olley with all in favour).

23/SC/25 EXEMPT Minutes of 7th November 2024

Resolved: That the minutes (including the Exempt Minutes) of the meeting of 7th November 2024 be approved as a correct record of the meeting (proposed by Cllr Williams and seconded by Cllr Olley with all in favour).

24/SC/25 Current staffing matters and proposed restructure

The Clerk advised that the RFO had handed in her notice and that her final day in post was scheduled to be 31st March 2025.

It was resolved that:

- a) The Clerk be appointed as Responsible Finance Officer (RFO).
- b) That the Assistant Clerk would take on a Finance Officer role as part of her Assistant Clerk duties.
- c) That a new Admin Post for 15 hrs per week be created with responsibility for bookings, allotments and other administrative tasks. This would free up time for the Assistant Clerk to take on finance duties.
- d) That the Project Officer would take on certain additional tasks where time allowed to support the Clerk.
- e) The advert for an Admin Officer, as drafted, be displayed from 11th February until 2nd March with interviews to take place week commencing 3rd March.
- f) That in terms of practical preparation a new desk would be sourced from existing budget (as the post would be office based), that the office partition be removed and the large Oak table be sold/disposed of. Proposals for any further funds required for office furniture would be put to the Finance Committee later in the month.

It was noted that there would be some savings in staff costs in the short-term due to an overall decrease in office hours, but this would provide some flexibility in the budget if further office hours were required. This would be kept under review by the committee.

Members were also in favour of additional training funding being identified for the Assistant Clerk to undertake the CILCA qualification (to be considered by the forthcoming Finance Committee).

The meeting was closed at 12hrs35.

Date of next meeting: April 2025

Signed..... Date.....