**Minutes of Swillington Village Council Staffing Committee meeting held on Tuesday 6th May 2025 at 6.30pm**

**In attendance:** Cllrs Knox (Chair), Fox, Lewin, McGreavey and the Clerk Kate Goodare.

**Apologies:** None

There were 2 members of the public in attendance.

1. **To elect a chair of the committee –** Cllr Jake Knox was elected as Committee Chair.
2. **Reminder by the Chair of the Committee’s expectations for the audio or visual recording of this meeting**
3. **3.1 To receive apologies.**  - None were received.

**3.2. To approve reasons for absence given by councillors. –** None were received.

1. **4.1 To receive declarations of interest from councillors on items on the agenda. –** None were declared.

**4.2 To receive any declarations of interest not already declared under the Council’s Code of Conduct or a member’s Register of Disclosable Pecuniary Interests.** – None were declared.

**4.3 To receive, consider and decide upon any applications for dispensation.** – None were declared.

1. **To confirm the minutes of the meeting held on 7th May 2024 as a true and correct record.** – These were approved.
2. **Staff pay:**

**6.1 To note the pay increases of members of staff in April 2025 in line with an annual increment raise on the NJC pay scales, and to note the backpay awards** – The Clerk Kate Goodare was approved to rise from Scale Point 19 on the NJC pay scales to Scale Point 20, subject to a successful appraisal. The Clerk Eve Martin’s pay scale rise would also be subject to a successful appraisal, which would be conducted as part of her exit interview. It was noted that both Clerks required backpay due to an increase in the NJC salary scales for 2024-25. The Clerk Kate Goodare will calculate the awards and pay these to both Clerks on their normal payday at the end of May 2025.

**6.2 To note the pay increase of other members of staff in line with the National Living Wage increase effective from 01/04/2025** – It was noted that hourly rates of 2 employees would rise effective April 2025 onwards; the Clerk will issue both staff members with letters accordingly. It was also noted that this would be the rate advertised for a new Village Hall cleaner.

1. **Clerk’s employment:**

**7.1 To consider a date for the Clerk’s annual appraisal with the Chair of the Committee** – This was set for Tuesday 18th May.

**7.2 To receive an update on the maternity pay reclaim process and consider actions to be taken** – The Clerk updated the meeting – this will be actioned by the Clerk now that the required equipment has been received.

**7.3 To set a date for an exit interview for the maternity cover clerk** – Cllr McGreavey and the Clerk Kate Goodare will arrange a mutually agreeable date with the Clerk Eve Martin to conduct.

1. **Other employment:**

**8.1 To note the resignation of the Village Hall cleaner and to consider options for short-term and permanent replacements –** **It was resolved** to place an advert for the role on social media and in the village noticeboards, with a note that local cleaners wishing to work on a self-employed basis are also encouraged to apply; the Clerk will contact directly a self-employed cleaner who has already expressed interest in the position to invite her to apply. **It was further resolved** that ahigher rate of hourly pay for a self-employed cleaner will be considered by the staffing committee interview panel and approved if not higher than £16 p.h.; if higher than this ratethe matter would be referred to an ordinary monthly Council meeting for consideration. The Council’s litter picker is covering the cleaning duties in the Hall until a replacement is found.

**8.2 To consider holiday cover arrangements for the litter picker – It was resolved** that the emptying of the playground bins should be added to the list of responsibilities for the Councillor Playground Representative.

1. **Other matters:**

**9.1 To receive an update from the Clerk on the HMRC charge for late PAYE returns and to consider actions to be taken** – The Clerk received the HMRC letter from the Chair and noted is contents. **It was resolved** that the Clerk will check payroll submissions for the 2024-25 year on equipment that had been returned to the Clerk on the day of the meeting, and contact HMRC regarding next steps.

**9.2 To receive an update from the Clerk on the Pensions Regulator fine and to consider actions to be taken – It was resolved** that the Clerk will check payroll and pension submissions for the 2024-25 year on equipment that had been returned to the Clerk on the day of the meeting, make appropriate submission payments and appeal the fine with the Pensions Regulator.

1. **To note the yearly summary of training and development by employees and elected members** – This was noted. The Chair signed the Clerk’s learning agreement for CILCA study.
2. **To notify the clerk of matters for inclusion on the agenda of the next meeting** – There were none.
3. **To confirm the date of the next meeting** – This was set as Tuesday 7th October 2025, 6.30pm.