



SHAVINGTON
CUM
GRESTY

**Shavington-cum-Gresty Council
Staffing Committee meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

10 October 2024

To: **Members of the Staffing Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Staffing Committee** to be held at **7:30PM** on **Wednesday 16 October 2024** at **Shavington-cum-Gresty Village Hall, upstairs offices, Main Rd, Shavington, CW2 5DP.**

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Staffing Committee Meeting held on 22 May 2024 (attached)
4	To receive and consider the YTD financial position of the Staffing Committee (attached)
5	To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of items 6 and 7 on the grounds that the matters contain sensitive

	information and by reason of confidential nature of the business being transacted.
6	To receive and consider staffing matter
7	To consider and inform the budget setting process for 2025/26 financial year (to follow)

Shavington-cum-Gresty Council
Staffing Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 22 May 2024**

In attendance: Cllr Buchanan, Cruickshank, B Gibbs, McHugh, R Jones

ScG St/24/01/01	To elect the Chair and Deputy Chair of the Staffing Committee¹
	RESOLVED: that Cllr Buchanan and Cllr R Jones are elected Chair and Deputy-Chair of the Staffing Committee respectively
ScG St/24/01/02	To receive and consider apologies for absence
	No apologies was received.
ScG St/24/01/03	To note declarations of Members' interests
	No declaration of interest was noted.
ScG St/24/01/04	To note the Terms of Reference of the Staffing Committee
	Councillors NOTED the Terms of Reference of the Staffing Committee
ScG St/24/01/05	To confirm and sign the minutes of the Staffing Committee Meeting held on 25 October 2023
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record
ScG St/24/01/06	To receive and consider the YTD financial position of the Staffing Committee
	Councillors NOTED the YTD financial position of the committee.

¹ Meeting started hrs 1936

ScG St/24/01/07	To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of items 8 and 9 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
	RESOLVED: that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press are excluded from the meeting during the consideration of items 8 and 9 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
ScG St/24/01/08	To receive and consider staff job descriptions
	Councillors NOTED the report. ² RESOLVED: that the staff job descriptions are approved, subject to the agreed amendments being made, and are recommended to the Full Council.
ScG St/24/01/09	To receive and consider staffing matter
	RESOLVED: That staff plan for July-August is approved
ScG St/24/01/10	To note the date of the next Staffing Committee Meeting – 23 October 2024 7:30PM
	RESOLVED: That the date of the next Staffing Committee meeting was moved to 16 October

Meeting Closed 2054 hrs

Chair: Cllr Buchanan

Clerk: S Garner

² Cllr R Jones left the meeting at 2039hrs

Summary of Receipts and Payments

Cost Centre 1

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				86,100.00	41,631.71	44,468.29	44,468.29 (51%)
2	Payroll Service				800.00	374.50	425.50	425.50 (53%)
7	Staff Training				1,000.00	401.00	599.00	599.00 (59%)
8	Members Training				400.00	25.00	375.00	375.00 (93%)
76	Communication officer				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL					108,300.00	42,432.21	65,867.79	65,867.79 (60%)

Summary

NET TOTAL				108,300.00	42,432.21	65,867.79	65,867.79 (60%)
V.A.T.					113.90		
GROSS TOTAL					42,546.11		