



Datchet Parish Council

1 Allen Way
Datchet
Berkshire
SL3 9HR

Web: www.datchetparishcouncil.gov.uk

Clerk to the Council

Email: Clerk@datchetparishcouncil.gov.uk

Tel: 01753 773499

Mobile: 07862 013161

DATE: **24th Feb 2025**

TO: **STAFFING COMMITTEE MEMBERS**

Cllr D Buckley, Cllr C Wise, Cllr A Clemens, Cllr S Glover

You are hereby summoned to attend the **STAFFING COMMITTEE MEETING** of **DATCHET PARISH COUNCIL** being held in **DATCHET PARISH COUNCIL OFFICE** on **MONDAY 03rd MARCH 2025** at **3:30PM** for the purpose of transacting the business specified in the following agenda.

Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Yours faithfully,

Sonia Masikito
CLERK TO THE COUNCIL

AGENDA

SC 24/18 APOLOGIES FOR ABSENCE

To receive and approve members apologies for absence (and the reasons).

SC 24/19 DECLARATION OF INTERESTS

Members are required to declare any financial or personal interests arising from the agenda. *Dispensation requests should be made to the Clerk in advance of the meeting.*

SC 24/20 MINUTES

To agree the minutes of the staffing committee meeting held on **18th November 2024**

SC 24/21 PUBLIC QUESTION TIME

(Limited to 2 minutes a person and 10 minutes maximum total)

- SC 24/22** **EXCLUSION OF PRESS AND PUBLIC – PART II**
Motion to exclude the Public and Press, in accordance with the public bodies (Admission to meetings) Act 1960, the public and press will be excluded from the meeting during consideration of the following item (s) due to the confidential nature of the business to be transacted.
- SC 24/23** **MATTERS ARISING**
a. HR Policies Update - (Clerk)
b. Update on research on cost comparison on employed groundsman vs contractor (Cllr Glover)
c. Review Clerk workload.
- SC 24/24** **POLICIES**
a. To review and approve Berkshire Funds Discretionary Policy
b. To review and approve Compassionate Leave Policy
c. To review and approve TOIL policy
d. To review and approve Emergency Dependents, Leave Policy
e. To review and approve amendment to the Annual Leave Policy
- SC 24/25** **CEMETERY WARDEN**
a. Update on Cemetery Warden Position (Cllr Wise)
- SC 24/26** **STAFF APPRAISAL** (Cllr Buckley)
- SC 24/27** **FLEXIBLE WORKING REQUEST**
a. Consider request from Clerk
- SC 24/28** **OFFICE REFURB AND REST AREA** (Cllr Wise)
- SC 24/29** **NEXT STAFFING COMMITTEE MEETING TO BE CONFIRMED**