OXTED PARISH COUNCIL STAFFING COMMITTEE

Minutes of the Meeting held on Thursday 28th June 2012 at 8.45am in Lyndsey Narcisi Room, Tandridge District Council Offices, Station Road East, Oxted

Present:

Councillors:

Mrs B Harling (BH) Mrs L Parker (LP) - Chair Mrs D Wallace (DWa)

In attendance: Mr D Johnson (DJ) – Locum Parish Clerk Mrs Anne Bott – SCAPTC (AB)

		Action
Item		
	Apologies for absence	
	Apologies were received from Mr R Wingate, who was on holiday.	
	Election of a Chairman	
	Mrs L Parker said that it was a discretionary matter whether the Chair of the Parish Council should also be the Chair of the Staffing	
	Committee and she was prepared to stand again. Mrs D Wallace	
	nominated Mrs L Parker; seconded by Mrs B Harling. There being no	
	other nominations, Mrs L Parker was selected as Chairman.	
	Election of a Vice-Chairman	
	Mrs D Wallace nominated Mr R Wingate; seconded by Mrs B Harling. There being no other nominations, Mr R Wingate was selected as	
	Vice-Chairman.	
4	Declarations of Interest	
	No declarations of interest were made.	
5	Minutes	
5	The Minutes of the Staffing Committee meeting held on 30th April	
	2012 were approved.	
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6	To agree proposals for the archiving files in the short term	
0	To agree proposals for the archiving files in the short-term	
	There are different requirements relating to the archiving of Parish	
	Council papers; some papers are kept for 7, 21 years or indefinitely (in	
	the case of Burial Ground ledgers). It is currently required that the	
	Clerk stores all formal files and papers of Oxted Parish Council.	
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	TDC could only store other organisation's papers for 2 years and	
	some papers are stored at the Surrey History Centre. The meeting	
	discussed whether it was allowed to transfer some files to electronic	
	storage systems, but this is not likely to be allowed (the Locum Clerk	
	is due to meet the Clerk after the meeting and will clarify this).	
	Anne Bott advised that the Parish Council would need to have a	
	Publications Scheme to set out the policy and schedule for the storing	
	and accessing of papers, including Freedom of Information requests.	
	In the meantime, the storing of papers and files would remain with	
	the Clerk (or Locum Clerk, as applicable) and the Locum Clerk will	
	ensure that this is clearly stated in the Contract of Employment of the	
	new permanent clerk.	DJ
	Part II of the meeting was confidential and closed to members of	-
	the public and press.	
	the public and press.	
	Mr D Johnson (Locum Clerk) left the meeting at this point because of his	
	connection with one of the applicants.	
	The payt mosting will be an Tuesday 4th December 2012 at 8 45am at	
	The next meeting will be on Tuesday 4^{th} December 2012 at 8.45am at	
	TDC offices, Oxted.	
	There being no further business to discuss, the Chair closed the	
	meeting at 10.05am.	
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