

Staffing Advisory Group Report

October 2022

Attendees

Anne Howell-Jones (Chair) Caroline Underwood, Sue Ashwell, Ramune Mimiene (Clerk)

Agreement and Actions from meeting 27th Sept

Dawn Packham

It was agreed that Dawn would become a permanent member of this group.

Clerk's telephone

Cancel BT contract but keep mobile number. **RM**

Change number in Roundabout, on web site and village signs. **AHJ/RM**

Use EE and pay monthly.

Need message facility on Ramune's mobile. **CU/RM/Des Foster**

Display Screen Assessments

Retrieve form from Jess **RM/SA**

Clerk Hours

Monitor hours post Jess training. Review before mid October to feed budget. **RM/CU**

Use any extra capacity to work on Policies. **RM**

Safety Inspection accountability

Draft a letter to Nigel and Martin detailing position re their accountability in event of an accident. **AHJ**

Handymen

Pass information from Mower Course to Martin. **RM**

Arrange Hepatitis vaccination for Handymen. **RM**

Purchase Cordless Sander. **RM**

Budget

Produce Staffing Budget for 23/24. **AHJ/SA**

Subway Graffiti

HDC have agreed to cover up existing graffiti

Dawn is talking to Overload re future decoration. **DP**.

Room Rental

Agreed in principle to proceed.

Obtain further detail from VHT. **SA**

Freedom of Info Request re Marina Work

Produce draft response. **AHJ**

Use of External Contractors.

Ensure RAMS are requested for all external contractors. **RM**

Next Meeting: TBD