

**MINUTES OF THE STAFFING COMMITTEE MEETING  
OF HEPTONSTALL PARISH COUNCIL**

**HELD AT HEBDEN BRIDGE TOWN HALL, 14 JANUARY 2019**

**Present** : Councillors      Dr J R Dunford (Chairman)   J Crowther  
   M V Edwards    N James    S Slater

**125/18 APOLOGY OF ABSENCE**

There were no apologies of absence.

**126/18 DECLARATIONS OF INTEREST**

*No interests were declared.*

**127/18 EXCLUSION OF PRESS AND PUBLIC**

In view of the confidential nature of the business to be transacted it was resolved that, in the public interest that, should further public arrive, press and public be temporarily excluded from the meeting in accordance with Standing Order no.3(d).

**128/18 CLERK'S WORKLOAD**

The Clerk gave a verbal update on his workload, explaining the 'concertina effect' of the year's volatility of tasks. In this regard he highlighted the current period when, over the Christmas period, he had to prepare Financial Reports to 31<sup>st</sup> December, prepare for the January monthly meeting and generate the documentation for the Budget considerations to be given to the members of the Finance Committee this evening.

Newsletter articles are written quarterly and in the past year.

Extraneous tasks have related to the introduction of GDPR as well as the renewing of Council's Standing Orders and Financial Regulations.

The Council's Policies and Procedures will be reviewed by 31 March 2019.

**129/18 OPERATION OF REAL TIME INITIATIVE (RTI) : HER MAJESTY'S REVENUE & CUSTOMS**

The Clerk reported the Council is fully compliant in respect of the operation of Real Time Initiative with monthly reports (including Nil reports) being sent to HMRC.

**130/18 EMPLOYER'S RESPONSIBILITY : AUTO-ENROLMENT RE. WORKPLACE PENSIONS**

The Clerk confirmed the Council is fully compliant in respect of the responsibilities attached to this initiative.

**131/18 APPRAISAL OF SERVICE PROVIDED BY THE CLERK**

The Clerk was keen to learn of any issues members felt would enhance the service he provides to the Council.

None were expressed, but complimentary comment was given for which the Clerk gave thanks.

**132/18 ISSUES TO BE REPORTED TO THE FINANCE COMMITTEE**

There were no additional items to be reported to the Finance Committee.

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(Chairman)

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(Date)