

**Minutes of the meeting of Waverley Community Council Staffing Committee 7.15pm on
Wednesday 3 April 2024 at the AMP**

Attendees: Councillors Jamie Baggaley (Chair), Paul Norton, Neil Adshead, Liz Hoyland and Rachel Graham, Clerk to the Council

	Item
1.	<p>Apologies and Reasons for Absence:</p> <p>a) To receive apologies for absence and approve reasons presented. None received</p>
2.	<p>Waverley Staffing Committee Meeting</p> <p>a) To approve the minutes of the meeting on 19 February 2024. Resolved: the minutes are accepted as a true and accurate record.</p>
3.	<p>Exclusion of press and public:</p> <p>a) Further to the Public Bodies (Admission to Meetings) Act 1960 to consider the exclusion of the press and public from certain agenda items due to the confidential nature of the items to be discussed. Resolved: items 5 will exclude press and public due to the confidential nature of the items to be discussed.</p>
4.	<p>Declaration of Disclosable Pecuniary and Other Interests:</p> <p>a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any personal interests None disclosed</p> <p>b) To receive any requests for dispensations made by Councillors to take part in discussions and votes where they have declared disclosable pecuniary interests. None <i>7:17pm Clerk left the meeting room</i></p>
5.	<p>Incentives</p> <p>a) To finalise incentive criteria relating to the community centre project Resolved: The WCC to discuss with the Clerk to coordinate and deliver a successful soft & hard launch of the centre, ensuring bookings are planned ahead of launch, bookings to be at 60% capacity within 3 months of opening, full business plan and forecast in place ahead of building completion, lead on recruitment and onboarding of two new team members, cleaner and caretaker to be in place for opening of community centre and bonus pot to be capped at</p>

	10% of basic salary with the percentage to be paid confirmed as part of the appraisal process or separate bonus meeting. <i>7:29pm Clerk returned to the meeting</i>
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The meeting closed at 7.29pm

Signed

Date