



Minutes of Personnel Committee Meeting 26th June 9.30am

Present

Councillors Cllr K Boyington, Cllr M Russell, Cllr D Woollass

Clerk: Hannah Hepworth

PC2506/1 To receive apologies and reasons for absence

None

PC2506/2 a) To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

None

b) To approve any dispensations submitted to the Clerk in writing before the meeting

None

PC2506/3 a) It was noted there were no previous meeting minutes to approve

PC2506/4 To elect a chair

Proposed: Cllr Russell, Seconded: Cllr Woollass

Resolved: Cllr Boyington was elected as chair – unanimous

PC2506/5 To discuss and agree the Clerk's appraisal

Proposed: Cllr Boyington, Seconded: Cllr Woollass

Resolved: This will run from April to March and a policy will be provided for the next meeting to approve – unanimous

PC2506/6 Cleaner / Caretaker

The Job Description for the Cleaner will be amended by the Clerk

The Clerk will contact the insurance to ask about issues relating to keys.

It was noted there were not any other issues relating to employees

PC2506/7 To discuss any other issues relating to the TOR for the Personnel Committee

This will be on the next agenda

PC2506/8 Items for inclusion on the next meeting agenda - Policy Review, Appraisal Policy, Grievance Policy, TOR, Cleaner / Caretaker Job Descriptions / key holders

PC2506/9 Date of Next Personnel Committee meeting TBC

Meeting close: 10:10am