

Welton Parish Council

Personnel Committee

Minutes of Meeting held 1st October 2019 at 7.00pm

Present were Councillors Peck (in the Chair), Walker, Boyle, Fairweather, Skinn.
Also in attendance was the Clerk.

81. apologies

None

82. Declarations of interest

No interests were declared.

83. To approve the minutes of the meeting held on 24th June 2019

Resolved – that the minutes of the meeting held on 24th June 2019 are a true record

The resolution was proposed by Cllr. Walker and seconded by Cllr Boyle.

84. To agree to close the meeting on the grounds of confidentiality

Resolved – that the meeting be closed to public and press

The resolution was proposed by Cllr. Boyle and seconded by Cllr. Fairweather.

85. To discuss the appointment of new Clerk and agree contract of employment

The cttee discussed the contract of employment and clarified the following changes: The pay point needs to reflect the new pay range scales. The annual leave entitlement needs to reflect the 45 hours not 40. Clerk to amend and send out to cttee for agreement. Insurance cover needs to be checked for new clerk to reflect business use of own home and car in terms of equipment.

In addition the word meetings needs the s removing.

86. To note any other employment or personnel issues and agree action or recommendations to council

The Clerk discussed additional 5 hours that have been done in September and agreed that the normal 45 hours would be done in October with the leaving date of the current clerk being 31st October. The new Clerk Catherine Train started the role 23rd September and there has been one handover meeting to date. Catherine is not able to attend the scheduled finance meeting and as such it was suggested to reschedule in order that she starts to take on the role. Clerk to arrange this. Letter of appointment to be sent out to all Councillors also.

Catherine Train has suggested a new working pattern which the Cttee felt was very useful and should be published on the website once agreed.

87. To agree to open the meeting

Resolved – that the meeting be closed to public and press

The resolution was proposed by Cllr. Boyle and seconded by Cllr. Fairweather

88. Date of next meeting to be confirmed

An additional Personnel meeting/induction meeting was suggested for the new Clerk. A suggested date of Wednesday 6th November to be checked regarding availability of new Clerk.

The Chairman declared the meeting closed at 7.36pm