

Minutes of the Clipstone Parish Council Personnel Committee Meeting held on 18 September 2017 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
Cllr B Brownley		
Cllr D Thompson (Chair)		
Cllr C Wigman		

In attendance: The Clerk

PC17-044	To elect a chairman to the committee. The committee elected Cllr Thompson as its chairman.
PC17-045	To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting. None
PC17-046	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. No public present.
PC17-047	To receive minutes of the previous personnel committee meeting and resolve to sign these as a true record of that meeting . The committee received the minutes of the meeting 26 April 2017 and resolved these to be signed as a true record.
PC17-048	To receive updates resulting from the previous meeting's minutes. (for information only) None not elsewhere on the agenda.
PC17-049	To receive the results of recent recruitment and interviews and consider further action required. The Council had appointed a Senior Parish Worker who was settling in well. Two administrative Assistants had been appointed but neither had staid for more than a few days. Proposed by Cllr Thompson seconded by Cllr Wigman the committee agreed to recommend the creation of a larger, dedicated office space that would accommodate the Parish Clerk, an administrative assistant and the senior parish worker.

	Proposed by Cllr Thompson seconded by Cllr Brownley the committee resolved to delay further recruitment efforts until such accommodation was available.
PC17-050	To approve the purchase of computer equipment and other items required to facilitate the work of the new admin assistant and volunteer. The committee resolved not to purchase a second laptop as no further staff would be recruited for some time.
PC17-051	To consider making the post of Parish Worker – Cemetery opening and closing permanent and pay an annual salary. The committee resolved to offer the current postholder a permanent position and pay an annual salary in monthly instalments.
PC17-052	To consider whether to keep the Clerk's weekly working hours at 30 and make this a permanent arrangement of to reduce them to contracted 24 hours per week from October. The committee resolved to offer the Clerk an extension of the 6 additional weekly hours until 31 December 2017.
PC17-053	To approve the clerk's annual leave request. The committee approved the clerk's request for annual leave.
PC17-054	To receive a report on the clerk's workload. The committee received the clerk's report on the clerk's workload and recommended to provide a report to Full Council. The committee approved a Trade UK card be issued to the Senior Parish Worker. The committee asked the clerk to look into other accounts that may be useful and reduce her burden to make purchases.
PC17-055	Items for notification: To determine items to be added to the next meeting's agenda. None.
PC17-056	To confirm the date and time of the next meeting. The date for the next meeting was set as 23 October 2017 at 19.00.

Signed as a true record of that meeting.

Signature: _____ **Date:** _____