




## Brixworth Parish Council

Councillors are hereby summoned to attend the Personnel Committee meeting to be held on  
Thursday 13<sup>th</sup> July 2023 at 6.30pm

The Meeting will be held in the Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Please inform the Clerk of your apologies in writing, should you be unable to attend.

Email: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)

Signed: .....

Josie Flavell - Proper Officer/Clerk

**The press and public are also invited to attend**

*Please note that this is a public meeting and you may be filmed, recorded and/or published.*

## **AGENDA**

### PART ONE – OPENING PROCEDURES

23/0036	<b>Welcome by Chairman</b>	JB
23/0037	<b>Apologies for absence and acceptance of apologies for absence</b> To consider and accept any apologies reported.	-
23/0038	<b>Declarations of Interest</b> a) To consider any declarations of any disclosable pecuniary or other interests. b) To consider any dispensations or written requests for dispensation of DPI.	-
23/0039	<b>Agree and Sign the Minutes of Previous Meeting</b> RESOLVE to the Chairman approving the Personnel Committee Meeting Minutes and Confidential Meeting Minutes for the meeting held on the 26 <sup>th</sup> of April 2023.	JB
23/0040	<b>Public Open Forum Session</b> a) This is an opportunity for parish residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Personnel Committee via the Chairman. Each will be allowed three (3) minutes to address the Personnel Committee via the Chairman. This open session is limited to 15 minutes.  b) Although the Personnel Committee will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.  c) Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.	-

#### **Members of Brixworth Parish Council - Personnel Committee**

Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,  
Councillor Sandra Moxon, Councillor Gary Spratt and Councillor Christine Ware.

**When we do need to print we only use 100% recycled paper**





## PART TWO – FOR DECISION

23/0041	<b>Staff Training</b> RESOLVE to approve training courses to be booked for the Groundsman as follows: <ul style="list-style-type: none"><li>Working at Height</li><li>First Aid refresher course</li></ul>	JF
23/0042	<b>Staff Appraisals</b> To receive an update concerning staff appraisals from both the Clerk and Cllr Bird.	JB/JF

## PART THREE – FOR INFORMATION

There are no items under this heading to consider.

## PART FOUR – CONFIDENTIAL MATTERS

23/0043	<b>EXCLUSION OF THE PRESS AND PUBLIC</b> RESOLVE to consider the exclusion of the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of commercial and personal confidentiality (Papers for Members only), due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted.  <b>The Press and Public will be requested to leave the meeting.</b>	ALL
---------	--	-----

## PART FIVE – CONFIDENTIAL MATTERS

23/0044	<b>Recruitment of Administration Assistant</b> RESOLVE to agree the following items for recommendation of approval by Council at its July meeting: <ol style="list-style-type: none"><li>Agree a rate of pay i.e. annual salary.</li><li>Approve the Employment Contract and Terms of Employment.</li><li>Agree a start date.</li></ol>	ALL
---------	--	-----

**The Press and Public to be invited back into the meeting.**

## PART SIX – CLOSING PROCEDURES

23/0045	<b>Next Personnel Meeting</b> <ol style="list-style-type: none"><li>To consider any items for inclusion on the next meeting agenda.</li><li>To NOTE the date of the next scheduled Personnel Committee Meeting as 14<sup>th</sup> September 2023.</li></ol>	ALL
---------	---	-----

### Members of Brixworth Parish Council - Personnel Committee

Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,  
Councillor Sandra Moxon, Councillor Gary Spratt and Councillor Christine Ware.

**When we do need to print we only use 100% recycled paper**