



Brixworth Parish Council Minutes of the Personnel Committee Meeting

Wednesday 26th April at 6.30pm

Community Centre & Library, Spratton Road, Brixworth NN6 9DS

In Attendance: Cllr Bird (Chairman), Cllr Ware, Cllr Lunnon, Cllr Compton

Parish Clerk: Josie Flavell

Members of Public: No members of the public

MINUTES

PART ONE – OPENING PROCEDURES

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| 23/0024 | Welcome by Chairman Chairman Bird welcomed everyone to the Personnel Committee Meeting and advised all present of the evacuation procedures. | - |
| 23/0025 | Apologies for absence and acceptance of apologies for absence All present, unanimously agreed to accept the apologies for absence from the following Committee members: <ul style="list-style-type: none"> ▪ Cllr Spratt ▪ Cllr Moxon | Accepted |
| 23/0026 | Declarations of Interest a) There were no declarations of any disclosable pecuniary or other interests reported. b) There were no dispensations or written requests for dispensation of DPI to consider. | - |
| 23/0027 | Agree and Sign the Minutes of Previous Meeting All present with the exception of Cllr Compton, unanimously RESOLVED to Chairman Bird approving the Personnel Committee Meeting Minutes (including Confidential Meeting Minutes) dated 13 th February 2023, as a true and accurate record. Prop. Cllr Lunnon / Sec. Cllr Ware (1 Abstention Cllr Compton due to not being in attendance at the last meeting). | - |
| 23/0028 | Public Open Forum Session Due to the absence of members of the public, there were no reports to consider. | - |

PART TWO – FOR DECISION

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| 23/0029 | Clerk's Probationary Period All present NOTED that the Clerk has successfully completed her probationary period. | - |
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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.

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| 23/0030 | Civility And Respect The Clerk agreed to have a meeting paper prepared for next full Council meeting to reiterate the Civility and Respect pledge using material on this subject taken from the NALC website. It was also agreed that all colleagues should call out bad behaviour in future. | JF |
| 23/0031 | Meeting Preparation It was proposed that this item concerning Councillors adequately preparing themselves for council meetings, should be added to a full council meeting agenda. | JF |
| 23/0032 | Clerk's Professional Development The Clerk's professional development was discussed and it was RESOLVED to recommend that Council approve the Human Resources and Leadership CIPD course (Level 7) and associated cost of £950.00, on the premise that a sponsorship addendum is added to the Clerk's employment contract, to state that the Clerk will need to remain employed by Brixworth Parish Council for certain length of time, otherwise the cost of the course will need to be reimbursed. Exact details and consideration for a sliding cost scale are to be agreed between meetings. Cllr Compton proposed that a full Training and Development policy be created and adopted by Council prior to this course and any other staff training being booked. Prop. Cllr Compton / Sec. Cllr Lunnon / 3 In favour with 1 against. | JF |

PART THREE – FOR INFORMATION

There are no items under this heading to consider.

PART FOUR – CONFIDENTIAL MATTERS

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| 23/0033 | EXCLUSION OF THE PRESS AND PUBLIC There were members of public or press to exclude. | - |
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PART FIVE – CONFIDENTIAL MATTERS

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| 23/0034 | Recruitment of Administration Assistant The recruitment of another part time Administration Assistant was discussed and all items in relation to this matter were approved for recommendation to full Council at its meeting being held on Thursday 27 th April 2023. Prop. Cllr Lunnon / Sec. Cllr Bird. Unanimous. | JF |
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PART SIX – CLOSING PROCEDURES

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| 23/0035 | Next Personnel Meeting a. There were no items to reported. b. Due to the decision made under minute reference 23/0035, this item is void. b. All present NOTED the date of the next scheduled Personnel Committee Meeting as 13th July 2023. | - |
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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.

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In the absence of further business, the meeting was closed at 18:49pm

Signed as a true and accurate record:

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Jackie Bird - Chairman
Brixworth Parish Council
Date: 13th July 2023

Minutes Prepared by:
Josie Flavell
Parish Clerk

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