

Brixworth Parish Council Minutes of the Personnel Committee Meeting

Thursday 13th July at 6.30pm

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

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

Parish Clerk: Josie Flavell

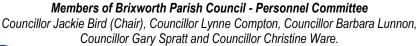
Members of Public: No members of the public

MINUTES

PART ONE – OPENING PROCEDURES		
23/0036	Welcome by Chairman Chairman Bird welcomed everyone to the Personnel Committee Meeting and advised all present of the evacuation procedures.	-
23/0037	Apologies for absence and acceptance of apologies for absence There were no apologies to consider. NB: Cllr Lunnon gave her apologies for the next committee meeting.	-
23/0038	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.	-
23/0039	Agree and Sign the Minutes of Previous Meeting All present RESOLVED to Chairman Bird approving the Personnel Committee Meeting Minutes and Confidential Meeting Minutes for the meeting held on the 26th of April 2023, as a true and accurate record.	-
23/0040	Public Open Forum Session There were no reports to consider.	-

PART TWO – FOR DECISION		
23/0041	Staff Training Council RESOLVED to approve training courses to be booked for the Groundsman as follows: Working at Height First Aid refresher course Prop. Cllr Ware / Sec. Cllr Compton. All in favour.	JF/GK
23/0042	Staff Appraisals The Clerk reported that all staff appraisals with the exception of the Administration Assistant (due this month), have been completed and all employees have been given an action plan to work towards including aims and objectives.	-













PART THREE - FOR INFORMATION

There are no items under this heading to consider.

PART FOUR - CONFIDENTIAL MATTERS

23/0043

Exclusion of the Press and Public

All present RESOLVED 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. Prop. Cllr Ware / Sec. Cllr Lunnon. All in favour.

There were no Press and Public to request to leave the meeting.

PART FIVE - CONFIDENTIAL MATTERS

23/0044

Recruitment of Administration Assistant

All present RESOLVED to recommend Council to approve the following items at its July meeting for the new Administration Assistant.

a. Approve the proposed rate of pay i.e. annual salary. Prop. Cllr Compton / Sec. Cllr Spratt

- b. Approve the SLCC/NALC Employment Contract and Terms of Employment. Prop. Cllr Compton / Sec. Cllr Ware
- c. Approve the start date of 21st of August 2023. Prop. Cllr Bird / Sec. Cllr Ware All present agreed that the new starter should be booked onto the NALC ILCA course. Prop. Cllr Lunnon / Sec. Cllt Ware

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

PART SIX – CLOSING PROCEDURES

23/0045 Next

Next Personnel Meeting

- a. There were no items reported for the next agenda.
- b. All present NOTED the date of the next Personnel Committee Meeting as 14th September 2023.

In the absence of further business, the meeting closed at 18:45pm

Signed as a true and accurate record:

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Jackie Bird - Chairman Brixworth Parish Council

Date: 14th September 2023

Minutes Prepared by:

Josie Flavell Parish Clerk

JF

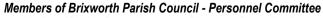
JF

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Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,

Councillor Gary Spratt and Councillor Christine Ware.











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