



## Brixworth Parish Council Minutes of the Personnel Committee Meeting

Thursday 13<sup>th</sup> 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	<b>Welcome by Chairman</b> Chairman Bird welcomed everyone to the Personnel Committee Meeting and advised all present of the evacuation procedures.	-
23/0037	<b>Apologies for absence and acceptance of apologies for absence</b> <ul style="list-style-type: none"> <li>▪ There were no apologies to consider.</li> </ul> <b>NB:</b> Cllr Lunnon gave her apologies for the next committee meeting.	-
23/0038	<b>Declarations of Interest</b> <ol style="list-style-type: none"> <li>a) There were no declarations of any disclosable pecuniary or other interests reported.</li> <li>b) There were no dispensations or written requests for dispensation of DPI to consider.</li> </ol>	-
23/0039	<b>Agree and Sign the Minutes of Previous Meeting</b> All present RESOLVED to Chairman Bird approving the Personnel Committee Meeting Minutes and Confidential Meeting Minutes for the meeting held on the 26 <sup>th</sup> of April 2023, as a true and accurate record.	-
23/0040	<b>Public Open Forum Session</b> There were no reports to consider.	-

#### PART TWO – FOR DECISION

23/0041	<b>Staff Training</b> Council RESOLVED 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> Prop. Cllr Ware / Sec. Cllr Compton. All in favour.	JF/GK
23/0042	<b>Staff Appraisals</b> 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.	-

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

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

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### PART THREE – FOR INFORMATION

There are no items under this heading to consider.

### PART FOUR – CONFIDENTIAL MATTERS

23/0043	<p><b>Exclusion of the Press and Public</b></p> <p>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.</p> <p style="text-align: center;"><b>There were no Press and Public to request to leave the meeting.</b></p>	-
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### PART FIVE – CONFIDENTIAL MATTERS

23/0044	<p><b>Recruitment of Administration Assistant</b></p> <p>All present RESOLVED to recommend Council to approve the following items at its July meeting for the new Administration Assistant.</p> <p>a. Approve the proposed rate of pay i.e. annual salary. Prop. Cllr Compton / Sec. Cllr Spratt</p> <p>b. Approve the SLCC/NALC Employment Contract and Terms of Employment. Prop. Cllr Compton / Sec. Cllr Ware</p> <p>c. Approve the start date of 21<sup>st</sup> of August 2023. Prop. Cllr Bird / Sec. Cllr Ware</p> <p>All present agreed that the new starter should be booked onto the NALC ILCA course. Prop. Cllr Lunnon / Sec. Cllr Ware</p>	JF
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**The Press and Public to be invited back into the meeting.**

### PART SIX – CLOSING PROCEDURES

23/0045	<p><b>Next Personnel Meeting</b></p> <p>a. There were no items reported for the next agenda.</p> <p>b. All present NOTED the date of the next Personnel Committee Meeting as 14<sup>th</sup> September 2023.</p>	JF
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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: 14<sup>th</sup> September 2023

Minutes Prepared by:

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