



Brixworth Parish Council Minutes of the Personnel Committee Meeting

Thursday 21st September at 6.30pm

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

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

Parish Clerk: Josie Flavell

Members of Public: No members of the public

MINUTES

PART ONE – OPENING PROCEDURES

23/0046	Welcome by Chairman Chairman Bird welcomed everyone to the Personnel Committee Meeting and advised all present of the evacuation procedures.	-
23/0047	Apologies for absence and acceptance of apologies for absence Apologies were received and accepted from the following council members: <ul style="list-style-type: none"> ▪ Cllr Barbara Lunnon ▪ Cllr Gary Spratton 	-
23/0048	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.	-
23/0049	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 13 th of July 2023, as a true and accurate record. Prop. Cllr Ware / Sec. Cllr Compton	-
23/0050	Public Open Forum Session There were no reports to receive.	-

PART TWO – FOR DECISION

23/0051	Staff Training It was reported that the Groundsman needs to re-take his First Aid and needs a Work a Height Permit. All agreed that this training should take place as soon as possible. Prop. Cllr Bird / Sec. Cllr Compton	JF
23/0052	New Admin Assistant It was reported that the new Administrator has settled in very well and has already started their ILCA Course.	-
23/0053	Training and Development Plan/Policy The Clerk reported that this document is not quote ready for review and all present agreed to defer this item to the December meeting.	JF

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 were no items reported.

PART FOUR – CONFIDENTIAL MATTERS

23/0054	EXCLUSION OF THE PRESS AND PUBLIC 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. Prop. Cllr Bird / Sec. Cllr Ware There were no Press and Public to request to leave the meeting.	
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PART FIVE – CONFIDENTIAL MATTERS

23/0055	Staff Appraisals Updates concerning the successful completion of staff appraisals for the following members of staff were NOTED: <ul style="list-style-type: none">▪ Admin Assistant▪ Cleaner	-
23/0056	2023 National Pay Award a) All present NOTED that the Unions have yet to reach an agreement on this year's annual pay award, including proposed figures. b) All present NOTED the proposed salary increase information for next year's budget, as received from Northants CALC.	-
23/0057	Salary Increase Recommendation a) See minute reference 23/0055 above. b) All present received and approved the recommendation for the Admin Assistant and Cleaner to receive a salary increase and agreed figures for this purpose – cost information circulated prior to the meeting. Prop. Cllr Ware / Sec. Cllr Compton	JF

There were no Press and Public to be invited back into the meeting.

PART SIX – CLOSING PROCEDURES

23/0058	Next Personnel Meeting a. There were no items reported for the next meeting agenda other than the Training and Development Plan. b. All present NOTED the date of the next Personnel Committee Meeting as 14 th December 2023.	-
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In the absence of further business, the meeting closed at 19:01pm

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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Signed as a true and accurate record:

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Christine Ware – On behalf of the Chairman
Brixworth Parish Council
Date: 14th December 2023

Minutes Prepared by:
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