

GOSFIELD PARISH COUNCIL

Minutes

Of Personnel Committee Meeting held on 7th June 2022

Present:

Cllr Tricia Edwards

Cllr Bob Waters

Cllr Mark Bloomfield

Fiona Hughes

Diane Jacob

22/112 To elect a Chairman of the Personnel Committee.

Cllr Edwards was elected Chairman of the Personnel Committee.

Proposed by Cllr Waters, seconded by Cllr Bloomfield, all in favour resolution passed.

22/113 Welcome and Apologies for Absence

The Chairman welcomed everyone to the meeting. There were no apologies for absence.

22/114 Declarations of Interest

There were no declarations of interest.

22/115 To exclude the press and public

Press and public excluded.

Proposed by Cllr. Edwards, seconded by Cllr Bloomfield, all in favour, resolutions passed.

22/116 Staff Appraisals

The Clerk confirmed that she had carried out staff appraisals and there were no issues to raise. Clerk confirmed that a recent discussion had taken place with the Litter Picker and that everything was ok.

22/117 Cleaners Contract of Employment.

The Cleaner was concerned as to what would happen when the building works to the pavilion commence, it was agreed for her to continue and she will be consulted nearer the time.

It was confirmed that annual leave days need to be taken throughout the year and to arrange cover.

Cleaning cabinet to be situated in the pavilion on a temporary basis whilst building works are undertaken.

Baby changing tables were mentioned which needs to be considered in the new build.

Lighting and security an issue – Lights and CCTV this will be addressed in the new build.

22/118 Clerk's Appraisal

Those present confirmed they were happy with the Clerk's performance.

22/119 Clerk's Contract of Employment

The Clerks contract of employment and job description was discussed this to be amended to reflect that the Clerk has recently been appointed the Responsible Financial Officer. The Clerk will be on a new salary rate as from 1st June in accordance with the NALC pay scales and the Parish Council have already agreed to pay overtime for training etc.

22/120 Next meeting to be confirmed.

Meeting Closed at 7.00pm

Signed
Chairman of the Parish Council

Date: 20th June 2022