

GOSFIELD PARISH COUNCIL

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MINUTES

Personnel Committee Meeting Monday 14th October at The Pavilion at 9.30.am

Present Cllr T. Edwards (Chairman)
Cllr Waters
Cllr Farrelly
Diane Jacob (Parish Clerk)

24/212 Chairman Welcome and Apologies for Absence.
Apologies for absence received from Cllr Richard Edwards (Responsible Financial Officer),
The Litter Picker and the Cleaner.

24/213 Declaration of Interests.
To receive any disclosable pecuniary interests or non-pecuniary interests, or interests relating to items on the agenda.
Members of the council are subject to the Local Authorities Code of Conduct.
None.

24/214 To exclude the press and public. Public Bodies (Admission to Meetings) Act 1960 'That the public be excluded from the meeting during consideration of Agenda Item 24/216, 24/217, 24/218, 24/219, 24/220 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2. Resolution to exclude members of public. Proposed by Cllr T. Edwards, seconded by Cllr Waters, all in favour resolution passed.

24/215 Responsible Financial Officer.
Due to the resignation of the Responsible Financial Officer as from 1st April 2025, it was discussed and agreed to advertise the vacancy with the EALC (Essex Association of Local Councils) and in the Grapevine. Experience in Scribe accountancy package preferred, training will be given, part time flexible hours, salary to be confirmed. Proposed by Cllr T. Edwards, seconded by Cllr Waters, all in favour resolution passed.

24/216 Staff Appraisals.
Clerk confirmed that staff appraisals for the Cleaner and Litter Picker had taken place and no issues or concerns raised.

24/217 Clerks Appraisal.
The Parish Clerks Annual Appraisal took place and no issues or concerns raised.

24/218 Clerks contract of employment.
National Salary Award (NALC, SLCC). Annual salary scale increment from 1st April 2024, will be implemented when advised by the NALC/SLCC.

24/219 Clerks Training.
It was agreed that the Clerk can attend a Clerks Refresher course at the EALC on 5th November (Invoice/cost to be split between 3 Parish Councils).
Proposed by Cllr T. Edwards, seconded by Cllr Farrelly, all in favour resolution passed.

24/220 All Members Date of Next Meeting.
Close Meeting. Next meeting to be confirmed.

Signed.....

21st October 2024