

MINUTES OF HORSMONDEN PARISH COUNCIL PERSONNEL COMMITTEE MEETING
TUESDAY 21ST NOVEMBER 2017 AT 8.30 PM,
HORSMONDEN VILLAGE HALL.

Present: Cllr Russell (Chair)
Councillors, Davis, Jenkinson and March

In attendance: Lucy Noakes (Clerk)
No members of the public).

Declarations of Interest: Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were recorded.

1. ELECTION OF FINANCE COMMITTEE CHAIR.

Cllr March proposed that Cllr Russell become the Chair of this committee. This was accepted by Cllr Russell, seconded by Cllr Davis and voted for unanimously.

2. APOLOGIES FOR ABSENCE

None.

3. PUBLIC SESSION

None.

4. CONSIDER WORKLOAD TO STAFF RATIO

The clerk had circulated a paper explaining that since her job with the council had commenced in 2006 the work load had increased considerably, as had the expectations of the job and the training required. Despite her best effort to keep everything up to date the clerk felt that there were some parts of the job which now required more time than she was currently able to allocate, to be spent on them. The clerk expressed that she was unable to provide any more hours than the 19 which she currently undertook for the council.

After a long discussion between members of the committee Cllr Russell proposed from the chair that the personnel committee recommend to full council that they agree to the appointment of an assistant clerk to take over some of the more routine tasks in the administration of the council. Approval was sought to draw up an appropriate job description and person specification for up to 10 hours per week on salary point 26 of the NALC pay scale (£12.16 per hour). This was seconded by Cllr March and voted for unanimously.

Cllr Russell agreed to write a report for circulation to all members of the council prior to their next meeting on 4th December.

5. CARRY OUT STAFF APPRAISAL INCLUDING TRAINING REQUIREMENTS AND SALARY REVIEW.

Cllr Russell proposed that this item on the agenda should be dealt with outside the meeting as it was a personal matter for the clerk and those carrying out the appraisal and shouldn't be part of the public meeting. This was seconded by Cllr Jenkinson and voted for unanimously.

6. OTHER MATTERS FOR CONSIDERATION (DISCUSSION ONLY)

Security at the parish office was discussed and it was recommended that this be raised at the next meeting.

Otherwise there were no matter requiring further discussion.

The meeting closed at 9.30p.m.

