



**DRAFT MINUTES of Personnel Committee Meeting
held Palgrave Community Centre at
7.00 pm on THURSDAY 8 NOVEMBER 2018**

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Present: Councillors Weston, Sneddon and Cooper. Also in attendance Caroline Emeny (Clerk) and Cllr Brown.
There were no members of the public present.

1. Apologies for Absence

No apologies as all present

2. Declarations of Interest and Dispensations

None

3. Minutes of last meeting – 9 November 2017

There were no matters arising from the previous minutes, which were approved and signed.

Pursuant to the Public Bodies Admission to Meetings Act 1960 the meeting was closed to members of the public and press

4. Matters relating to the employment of the Parish Clerk and Responsible Financial Officer were considered.

4.1 The Clerk's employment was reviewed in line with the contract of employment and job description. The Clerk's appraisal was carried out. All members of the Parish Council have expressed their satisfaction with the clerk and there were no matters of concern.

4.2 The Clerk's salary is to be increased from SCP26 to SCP 28 with immediate effect. Clerk to confirm the exact rate on response from SALC. Note salaries are normally reviewed by NALC for amendment in April of each year which is over and above the increase awarded to the clerk at this meeting. Expenses remain unchanged as agreed with the previous clerk.

4.3 The Clerk confirmed she has taken on Great Glemham Parish Council and confirmed this will not affect her role for Palgrave. She confirmed she is very happy with the current situation.

5. Date of next meeting

To be arranged for November 2019 if a meeting is not required before then, exact date to be agreed.

19.20 Meeting closed.