



**DRAFT MINUTES of Personnel Committee Meeting
at Palgrave Community Centre at
7.00 pm on Thursday 12 December 2019**

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Present: Councillors Weston, Sneddon and Cooper. Also in attendance Caroline Emeny (Clerk). 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 – 8 November 2018
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. Comments from parishioners had only been positive. The chair confirmed he had carried out some research into local clerk vacancies.

4.2 The SCP rates were renumbered in 2019. As a result the clerk is currently on SCP22 (previously SCP28). It was unanimously agreed to increase her rate by 1 point to SCP23 effective January payslip. 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.

4.3 The Clerk confirmed she had resigned from Occold Parish Council but was still carrying on as clerk for Great Glemham Parish Council. She confirmed she is satisfied with the current situation.

5. Date of next meeting
To be arranged for November or December 2020 if a meeting is not required before then, exact date to be agreed.

19.15 Meeting closed.