



MINUTES of Personnel Committee Meeting held Palgrave Community Centre at 6.30 pm on THURSDAY 14 JULY 2016

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Present: Councillors E Bootman, V Pudney, J Gibbons. Also in attendance Sarah Foote (Clerk). There were no members of the public present.

07.16.01. Apologies for Absence

Apologies were received from Councillor K Charman and accepted by the Council.

07.16.02. Declarations of Interest and Dispensations

None.

07.16.03. Minutes of the last Meeting

The minutes of the meeting of 24 March 2016 were approved.

07.16.04. Matters arising

There were no matters arising.

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

07.16.05. Matters relating to the employment of a permanent Parish Clerk and Responsible Financial Officer were considered. The Committee discussed with the Locum Clerk, Sarah Foote, a permanent appointed as Parish Clerk and Responsible Financial Officer for 24 hours per month (subject to review). Mrs Foote was happy to accept the role and this would be put forward to full Council for approval. The Committee worked through the model contract of employment with the Clerk and discussed matters such as hours, rate of pay, appraisal and pay review, holidays and office running expenses. The Committee Chairman recorded the suggested amendments to the model contract and would amend and issue a contract to the Clerk for acceptance and signature with a further copy to be signed for Parish Council records. **Action: Cllr Pudney.**

07.16.06. NJC National Salary Award for Local Council Clerks (April 2016) was noted and it was agreed that the Clerk should be paid the new national rate for SCP 30 and submit both the increase and the back pay increase for payroll processing when the next salary was due. Hours worked to date were noted as; April 3 hours, May 35 hours, June 34 hours. The hours for July and August would be recorded by the Clerk and the combined total hours would be authorised for payment at the September meeting.

07.16.07. Matters for information

There were no urgent matters.

07.16.08. Date of next meeting

To be arranged as need necessitates. Appraisal meeting would be held in 2017.

19.25 Meeting closed.

Signed Chairman

Date