



**MINUTES of Personnel Committee Meeting  
held Palgrave Community Centre at  
6.30 pm on THURSDAY 12 JANUARY 2017**

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

1. Apologies for Absence

None.

2. Declarations of Interest and Dispensations

None.

3. Matters arising from minutes of last meeting – 14 July 2016

There were no matters arising.

4. Policies

The following policies were considered in detail and would be recommended to full Council for adoption:

4.1 Disciplinary and Grievance

4.2 Health and Safety

4.3 Lone Worker

Once adopted the Committee would consider publishing a booklet of policies for Councillor's information.

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

5. Matters relating to the employment of a permanent Parish Clerk and Responsible Financial Officer were considered.

5.1 Clause 10.3.4. employees working from home allowance was reviewed and increased to £7.00 per month to be back dated to 1 October 2016. For full Council approval.

5.2 The Clerk's Annual Appraisal would take place at 6.30 pm on Thursday 18 May 2017.

5.3 NJC National Salary Award for Local Council Clerks (April 2017) was noted and it was agreed that the Clerk should be paid the new national rate for SCP 30.

6. Date of next meeting

6.30 pm on Thursday 18 May. Clerk's annual appraisal would be undertaken as part of this meeting.

**19.25** Meeting closed.