

Tibshelf Parish Council

Minutes of the Meeting of the Personnel Committee

Held at 7.00 pm on Tuesday 4th February 2014 in the Village Hall, Tibshelf

Present: Councillors A E Beckett, A L Dunn, M Scarborough, P Trevelyan and W Vardy

In attendance: E R Price, Parish Clerk.

Public Participation: No members of the public were present.

NON EXEMPT ITEMS

PER13/28 Apologies for absence

Apologies for absence were received from Councillors S A Ellks and R A Heffer.

PER13/29 Declarations of Interest

There were no declarations of interest.

PER13/30 Minutes of Meeting held 8th October 2013

The minutes of the meetings of Personnel Committee held on 8th October 2013 were moved by Councillor A Beckett and seconded by Councillor W Vardy and approved as a true record.

PER13/40 Exclusion of Public and Press

It was Proposed, Seconded and Resolved that in view of the confidential nature of the business about to be transacted the press and public be excluded.

PER13/41 Parish Clerk's Appraisal

Members undertook the annual appraisal of the Parish Clerk and considered

- a review of performance over the past year
- the aims and tasks for the forthcoming year
- training needs
- future objectives for the parish council

It was Proposed, Seconded and **Resolved to Recommend to Council that:**

- The main aims and objectives for the Parish Clerk for the forthcoming year be agreed as:
 - To publish and further develop the website
 - To review and sort all archived documents
 - To work with members to continue to improve and refurbish the village hall
 - To work with members on projects to maintain and enhance village amenities
 - To source funding for the purchase and installation of outdoor gym equipment
 - To continue to maintain a positive audit report
- the Parish Clerk to collate a list of forums who held meetings, training and seminars which would be beneficial for either the Parish Clerk or Assistant Parish Clerk to attend in order to network and gather information.

- an item be placed on the parish council agenda to consider future youth provision and maximising the use of the recreation ground
- the Chair of Personnel Committee and Chair of Council to feedback a response on performance over the past year

PER13/42 Parish Ranger – Completion of Probationary Period

The Clerk reported that she had undertaken the Probationary interview with the Part Time Parish Ranger. It was Proposed Seconded and **Resolved to Recommend to Council** that the Part Time Parish Ranger be established in the post.

PER13/43 Cleaning Arrangements

The Parish Clerk explained that the part time cleaner was currently on sick leave and that this may become medium to long term. It was Proposed Seconded and **Resolved to Recommend to Council** that the Clerk be authorised to advertise for Part Time Casual/Relief Cleaners to provide cover during sickness and holidays.

Signed.....

Date.....

The meeting closed at 8.05 p.m.