

Tibshelf Parish Council

Minutes of the Meeting of the Personnel Committee

Held at 7.00 pm on Tuesday 8th October 2013 in the Village Hall, Tibshelf

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

In attendance: E R Price, Parish Clerk.

Public Participation: No members of the public were present.

NON EXEMPT ITEMS

Councillor Trevelyan took the Chair

PER13/22 Apologies for absence

Apologies for absence were received from Councillors S A Ellks, R A Heffer and M Scarborough

PER13/23 Declarations of Interest

There were no declarations of interest.

PER13/24 Minutes of Meeting held 30th July and 5th September 2013

The minutes of the meetings of Personnel Committee held on 30th July and 5th September 2013 were moved by Councillor A Beckett and seconded by Councillor W Vardy and approved as a true record.

PER13/25 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 and instructed to withdraw (Standing Order 67).

PER13/26 Update on Working Arrangements

The Clerk provided Members with a minute by minute record of the working day for both the Parish Clerk and the Assistant Parish Clerk taken over a period of one week in September..

It was accepted that the information supplied over recent months had provided Members with a deeper insight into the type and volume of work undertaken in the parish office.

It was Proposed by Councillor Beckett, Seconded by Councillor Vardy and **Resolved to Recommend to Council** that :

- it be recorded that Members were satisfied with the current working arrangements for the Parish Clerk and Assistant Parish Clerk
- that an annual review of working arrangements for all employees be undertaken on an annual basis prior to budget setting

PER13/27 Part Time Parish Rangers

The Clerk reported that the new Parish Ranger had commenced working on 7th October. It was suggested that Members should consider what projects they would like to see undertaken over the next year so that these could be planned in to the work programme.

Signed.....

Date.....

The meeting closed at 7:25 p.m.