



**Oulton Broad Parish Council**  
**Minutes of the Personnel Committee**  
**Virtual Meeting**  
**for the meeting of 10<sup>th</sup> December 2020**

**Present:** Councillors Christine Ashdown (Chair), Jean Bragg, Paul Carver, Brian Keller and Sandie Keller.

**Also in attendance:** Tina Page (Clerk).

**PC23. Welcome:** The Chairman welcomed everyone to the meeting.

**PC24. To receive and consider acceptance of apologies for absence:** None

**PC25. Declarations of Interest and dispensations**

PC25.1 To receive Declaration of Disclosable Pecuniary and Non-Pecuniary interests from councillors on items on the agenda. Nothing was declared, although the Clerk pointed out that Cllr Carver had an interest in PC29.

PC25.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests. None

PC25.3 To note any dispensations previously granted. None

**PC26. Minutes** – The minutes from the previous meeting 4<sup>th</sup> November 2019 were approved as being an accurate record. Proposed by Cllr Carver and seconded by Cllr S Keller.

**4 AGREED**  
**1 ABSTAINED**

PC7 Cllr Ashdown to discuss the SLCC subscription, £200 at finance committee: This was discussed at the Finance Committee and rejected.

PC8 To agree the purchase of paper notepads for each councillor who wants it, Cllr B Keller to design a label to attach to it. **Action Cllr Ashdown** to discuss this at the Finance Committee: This was agreed, and the notepads are in the office, await labels to be put on. Whoever wants one, please tell the Clerk.

**PC27. Public Forum**

No members of the public attended.

**PC28. To discuss the following policies and agree any action:**

Whistleblowing policy – After some discussion it was decided to still have this policy. **Action Clerk** to source a whistleblowing policy.

Safeguarding policy – Done and adopted September 2020.

**PC29. To discuss the request from a councillor to be reimbursed their printing costs and agree action:**

This was previously discussed at the Finance Committee and it was agreed that we would reimburse expenses at 5p per sheet. If you feel that you want to claim, keep a record of the pages printed and what documents. Pass the expenses form to the Clerk for approval.

Proposed by Cllr Ashdown and seconded by Cllr S Keller.

**ALL AGREED**

**PC30. To discuss the idea of in-house training for the new councillors and agree any action:**

Cllr Ashdown would like to arrange an induction training session. Discussing who/what/committees, Trust and Assets. Cllr Ashdown is happy to piece together training information. Cllr Falat will be happy to arrange a drive around the parish. We need to also discuss the ESC responsibilities and the parish responsibilities.

**PC31. To note the future dates for Councillor Training:**

The Clerk has collated some training dates from Norfolk Parish Training and support. These will be sent to the councillors.

**PC32. To discuss the Clerk training and agree any action:**

The Clerk expressed that a Personnel Committee meeting has not been held for over a year. There has been no appraisal or supervision. The emails that she has sent whilst working from home regarding training, the majority of these have been refused. The Clerk expressed her lack of support over this time. She has some training dates for courses. It was confirmed that she would be able to go on these in the future, if she wishes. Proposed by Cllr S Keller and seconded by Cllr Bragg.

**ALL AGREED**

**PC33. To discuss Cllr Falat suggestion of the KickStart programme and agree any action:**

It was noted that Cllr Falat had not previously discussed this with the Clerk. The Kickstart was discussed in length at this meeting. It was agreed that although a good scheme it would not be suitable for the Parish Council. Cllr Ashdown stated that Cllr Falat requested this to be put on the agenda for the Full Council. Here the decision made by personnel committee would be ratified at the Full Council. With regard to the gardener, this would be the responsibility for Norse to undertake, not the Parish Council. Proposed by Cllr Ashdown and seconded by Cllr S Keller.

**ALL AGREED**

**PC34. To discuss the Clerk working from home and agree any action:**

The Clerk would like the agreement to continue to work from home until the Government decides otherwise. This was proposed by Cllr B Keller and seconded by Cllr Ashdown.

**ALL AGREED**

**PC35. Items for the next agenda. None.**

**To note the date of the next Personnel Meeting, 1<sup>st</sup> February 4pm.**

**PC36. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted: None**

There being no more business to discuss, the meeting closed 5.05pm.

Minutes approved on .....1<sup>st</sup> February..... 2021

Signed .....  
Personnel chair