



**Oulton Broad Parish Council**  
**Minutes of the Personnel Committee**  
**The Pavilion, Nicholas Everitt Park, Oulton Broad**  
**for the meeting of 4<sup>th</sup> November 2019**

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

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

**PC12. Welcome**

Councillor Ashdown welcomed everyone to the meeting. The right for the public to record the meeting were noted.

No members of the public present.

**PC13. To receive and consider acceptance of apologies for absence:** None

**PC14. Declaration of interests and dispensations:**

PC14.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

None.

PC14.2 Receipt of written interests.

None.

PC14.3 Dispensations granted.

None.

**PC15. Minutes:**

To consider the accuracy and approve the minutes from 1<sup>st</sup> July 2019. These minutes were approved as being an accurate record. Proposed by Cllr S Keller and seconded by Cllr Carver.

**ALL AGREED**

PC15.1 To discuss any outstanding issues from previous meetings:

PC21 Leaver and joiner's policy and induction pack –. Clerk has requested a copy of this for editing. **Action Cllr Ashdown** to speak to Cllr Falat.

PC61. Clerk to amend the Parish Council policies to reflect the Trust – ongoing.

PC7. Cllr Ashdown to discuss the SLCC subscription, £200 with the finance committee.

The Clerk stated that she did not want to be responsible for raising the precept and therefore would pay herself.

PC8. To agree a paper notepad 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.

**PC16. Public Forum:** No public present.

**PC17. To discuss the following policies and agree any action:**

Whistleblowing policy – this is still ongoing.

Safeguarding policy was discussed in length and the implications it means on the Trust, parish council and the volunteers in the park.

**PC18. To discuss to appoint a lead person and trustee for the Safeguarding policy:**

There is a suggestion that we provide training on safeguarding for the councillors and the volunteers. Cllr Carver has been trained, and is happy to take the training. I was decided that the Clerk will be the Lead, Cllr Carver to be the Trustee.

**PC19. To discuss the issues with the pension:** The Local Government pension scheme was discussed. It was proposed that we looked into this in more detail. Proposed by Cllr Carver and seconded by Cllr S Keller. **Action Cllr Ashdown** to obtain the cost of the deduction for pension, from Suffolk County Council and Russell.

**PC20. To discuss a Nappy box, as carried over from the last meeting: Action Cllr Ashdown** to obtain quotes for all the toilets.

**PC21. Items for the next agenda:** None.

It was noted that a loose-leaf book of condolence, should be purchased in case there is a death of the royal family. Costed at £34, proposed by Cllr Ashdown and seconded by Cllr B Keller.

**To note the date of the next Personnel Committee Meeting:** 25<sup>th</sup> November 2019, 2pm to discuss safeguarding.

**PC22. To resolve that under the Public Bodies (Administration 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:** Nothing was discussed.

There being no more business to discuss.

Meeting closed 2.58pm.

Minutes approved on .....25<sup>th</sup> November..... 2019

Signed .....  
Personnel chair