



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

**Present:** Councillors Christine Ashdown (Chair), Ben Falat, Brian Keller and Sandie Keller.

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

**PC47. 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.

**PC48. To receive and consider acceptance of apologies for absence:** Cllr Carver

**PC49. Declaration of interests and dispensations**

PC49.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

None

PC49.2 Receipt of written interests.

None

PC49.3 Dispensations granted.

None.

**PC50. Minutes**

To consider the accuracy and approve the minutes from 5<sup>th</sup> November 2018: The minutes were approved as being accurate, proposed by Cllr S Keller and seconded by Cllr Falat.

**3 AGREED**  
**1 ABSTAINED**

PC50.1 To discuss any outstanding issues from previous meetings:

PC21 Leaver and joiner's policy and induction pack – This is still ongoing.

PC40. Clerk to amend Job Description and Contract to include the duties of the Trust – completed.

PC41. Cllr Ashdown to discuss Marie's job description with Marie – This will be for when she decides to retire. Norse are happy to fill the post with OBPC specification and not a simple gardener. Ongoing.

**PC51. Public Forum.** No public present.

**PC52. Items for the next agenda.**

Tidying up of the Leavers and Joiners checklist.

**PC53. To note the date of the next Personnel Committee Meeting,** Monday 13<sup>th</sup> May 2019, 2pm. Due to the elections, it was agreed to have the Personnel Meeting on Monday 1<sup>st</sup> April 2pm.

**PC54. 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.

P54.1 To review the Clerks hours that are due for renewal on 31/3/19 and agree any action – The Clerk was requested to stay present while this was being discussed. **Action Clerk** to speak to Becky who is interested in helping. It was proposed by Cllr Ashdown to keep the Clerks hours as they are for another 6 months to 30<sup>th</sup> September 2019. Seconded by Cllr Falat. **ALL AGREED**

There being no more business to discuss.

Meeting closed 2.20 pm.

Minutes approved on .....1<sup>st</sup> April ..... 2019

Signed .....  
Personnel chair