



Oulton Broad Parish Council
Minutes of the Personnel Committee
The Pavilion, Nicholas Everitt Park, Oulton Broad
for the meeting of 1st April 2019

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

Also in attendance: Tina Page (Clerk).

PC55. 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.

PC56. To receive and consider acceptance of apologies for absence: Cllr Falat. Cllr Carver did not show.

PC57. Declaration of interests and dispensations:

PC57.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

None

PC57.2 Receipt of written interests.

None

PC57.3 Dispensations granted.

None.

PC58. Minutes:

To consider the accuracy and approve the minutes from 4th March 2019: The minutes were approved as being accurate, proposed by Cllr S Keller and seconded by Cllr B Keller.

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.

PC41. Cllr Ashdown to discuss Marie's job description with Marie – It was decided to close this agenda item and discuss when the need arises.

PC59. Public Forum: No public present.

PC60. To discuss the opportunity to recruit a volunteer to help in the office and agree any action: There was concerns about the amount of time the Clerk will have to spend teaching. Cllr Ashdown, met with Becky, she has no experience of clerical work. Put on hold to be discussed at the Finance Committee. There was a recommendation that it is not viable.

The Personnel Committee stated that they are happy with the hours the Clerk is currently doing and how she is doing them.

PC61. To discuss the need for Trust documents, or a statement that states the Trust policies are the same as Oulton Broad Parish Councils policies and agree any action:

It was decided that the Trust policies should be separate from the OBPC policies. We should have Governance and Accountability, Financial Regulations, Grievance, Health and Safety, Lone Worker and GDPR to list a few. **Action Clerk** to amend the existing OBPC to reflect the Trust information.

PC62. Items for the next agenda:

Tidying up of the Leavers and Joiners checklist.

PC63. To note the date of the next Personnel Committee Meeting: Monday 3rd June 2019, 2pm.

PC64. 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 3pm.

Minutes approved on3rd June 2019

Signed
Personnel chair