



Oulton Broad Parish Council
Minutes of the Personnel Committee
The Pavilion, Nicholas Everitt Park, Oulton Broad
for the meeting of 13th May 2019

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

Also in attendance: Tina Page (Clerk).

PC65. 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.

PC66. To receive and consider acceptance of apologies for absence: Cllr Carver did not show.

PC67. Declaration of interests and dispensations:

PC67.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

None.

PC67.2 Receipt of written interests.

None.

PC67.3 Dispensations granted.

None.

PC68. Minutes:

To consider the accuracy and approve the minutes from 1st April 2019: An incorrect copy of the minutes was uploaded to DocMonster. Hold over to next meeting to approve.

PC68.1 To discuss any outstanding issues from previous meetings:

PC21 Leaver and joiner's policy and induction pack – The form was discussed and approved. Cllr Falat volunteered to be the new councillors' mentor.

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

PC69. Public Forum: No public present.

PC70. Items for the next agenda: None.

PC71. To note the date of the next Personnel Committee Meeting: Monday 8th July 2019, 2pm.

PC72. 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.

PC73. To discuss the Clerk's contracted hours in the view to make them permanent: The Committee asked the Clerk to remain in the room. It was noted that the Finance

Committee had previously agreed the costings. Proposed by Cllr Falat to make permanent contract of 37 hours, and seconded by Cllr Ashdown.

ALL AGREED

Cllr Ashdown is concerned by the amount of time the Clerk is being interrupted.

Action Clerk to note down what jobs could suitably be given to an additional person. This is to be ready for the July meeting, for future discussion.

There being no more business to discuss.

Meeting closed 2.50pm.

Minutes approved on8th July 2019

Signed

Personnel chair