

MINUTES OF THE WOODHALL SPA PARISH COUNCIL PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 4TH MAY 2017 AT 1.30PM IN THE COUNCIL CHAMBER, STANHOPE AVENUE

PRESENT

Councillors: D Clarke (Chairman) T Clapton and R Sanderson

IN ATTENDANCE

A Bushell (Parish Clerk)

165/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Apologies with reasons given were accepted from Cllr S Williams.

166/17 DECLARATION OF MEMBERS' INTERESTS

There were no disclosable pecuniary interests declared in matters on the agenda, which had not already been declared to the Monitoring Officer at ELDC.

167/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON THE AGENDA

There were no requests for dispensations.

168/17 NOTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 3RD JANUARY 2017 TO BE APPROVED AS THE MINUTES

Subject to an alteration to the page numbering, it was proposed, seconded and unanimously RESOLVED to accept the notes as being a true record of the meeting. The Chairman signed the notes.

169/17 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

(9930) Grass verge cutting contract: It was commented that the contractor was doing a good job at cutting the verges, and was in the village this week carrying out the third cut.

170/17 TO APPROVE THE LEAVE POLICY

The annual review of the leave policy was carried out, and the policy was approved with no changes.

171/17 TO REVIEW THE LONE WORKING POLICY AND RISK ASSESSMENT

The Committee agreed that the policy and risk assessment seemed satisfactory, but it was agreed to review both documents again when the new Clerk was in post in order to get their input because it was them that this policy concerned.

172/17 TO RECEIVE AN UPDATE AND DECIDE WHAT TO DO ABOUT A DAMAGED MEMORIAL IN KIRKBY LANE CEMETERY

The Clerk had been unable to trace the family who were responsible for the memorial. It was decided to look at the memorial at the cemetery tidy up day which had been scheduled for 20th May to see if the stone could be put back in place by councillors, and if maintenance supplies were purchased whether the stone could also be repaired at the same time.

173/17 TO RESOLVE TO RENEW THE CONTRACT WITH MR PESTY FROM 10TH JUNE FOR CLEARANCE OF MOLES AT KIRKBY LANE CEMETERY FOR £175.00 FOR A 12 MONTH PERIOD

It was explained that additional quotes had not been sought as when the original quotes were considered the current contractor was the cheapest by far, had done a satisfactory job during the previous two years, and had not increased the contract price so was within budget, so it was felt that further quotes were not required.

It was proposed, seconded and unanimously RESOLVED to award an annual contract with unlimited call-outs to Mr Pesty at a cost of £175.00 to keep the cemetery clear of moles.

174/17 TO SET THE DATE AND TIME OF THE NEXT MEETING

It was agreed that the next meeting would be scheduled once the new Clerk was in post. The aim was to have a meeting within two weeks of the new Clerk being in place.

175/17 TO AGREE A PLAN FOR COVERING A PERIOD WITHOUT A PARISH CLERK IN EMPLOYMENT

The Parish Council would formally appoint the new Clerk at the meeting on 16th May, so there would definitely be a period without a Clerk because the current Clerk would leave employment on 12th May, but it was unknown how long the period without a Clerk would be, it could range from a few days to a few months. The Committee went through the Admin risk assessment and identified the tasks that had to be done, and agreed how often they would need to be done and who by.

It was agreed that the Clerk would return the Parish Council computer and office keys on her last day, and go through procedures and show the members of the Personnel Committee where documents were stored in the Clerk's office.

176/17 TO RESOLVE TO MOVE INTO CLOSED SESSION TO DISCUSS STAFFING MATTERS

It was proposed, seconded and unanimously RESOLVED to move into closed session.

177/17 TO DECIDE WHETHER TO EXTEND THE DEADLINE AND ADVERTISE FOR THE PARISH CLERK/RFO VACANCY, OR MOVE DIRECTLY TO SHORTLISTING THE EXISTING APPLICANTS

Four applications had been received.

Members were reminded that due to timescales the vacancy had only been advertised on the Parish Clerk's e-group and the community noticeboard. It was agreed to consider the applicants first before deciding whether to extend the deadline and re-advertise the vacancy.

Cllr Sisley arrived at 2.25pm

The Committee shortlisted 3 candidates for interview. It was felt that the fourth candidate did not have enough Council experience. The date and time of the interviews were confirmed. It was proposed, seconded and unanimously RESOLVED that there was no need to extend the deadline because there was sufficient suitable candidates.

178/17 TO AGREE THE LIST OF QUESTIONS TO BE ASKED AT THE INTERVIEWS

It was agreed to use the questions that were asked the last time that the Parish Council appointed a Clerk, but also add a couple of questions that were specific to Woodhall Spa.

Councillors would meet half an hour before the first interview to agree who would be asking each question.

179/17 TO RECEIVE THE CLERK'S ANNUAL LEAVE RECORD FOR 2017, AND TO APPROVE TO PAY HOLIDAY PAY IN HER FINAL SALARY FOR ANY ANNUAL LEAVE ENTITLEMENT NOT TAKEN

The Clerk reminded the Committee that her holiday year ran from January to December and she had only taken 1 day so far this year, so it had been calculated that she would have 39 hours of unused annual leave entitlement when she left employment.

It was proposed, seconded and unanimously RESOLVED that subject to the holiday entitlement calculation being checked by Cllr Sisley, the Clerk would be paid any outstanding holiday entitlement in her final pay.

The Chairman declared the meeting closed at 2.40pm.