

MINUTES OF THE WOODHALL SPA PARISH COUNCIL PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 8th JUNE 2017 AT 2.45PM IN THE COUNCIL CHAMBER, STANHOPE AVENUE

PRESENT

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

IN ATTENDANCE

J Greer (Parish Clerk)

231/17 ELECT A CHAIRMAN OF THE PERSONNEL COMMITTEE

Cllr Clarke was proposed and seconded as the chairman. Unanimously RESOLVED.

232/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Apologies with reasons given were accepted from Cllr Sisley

233/17 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.

234/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON THE AGENDA

There were no requests for dispensations.

235/17 NOTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 4th MAY 2017 TO BE APPROVED AS THE MINUTES

It was proposed, seconded and RESOLVED to accept the notes as being a true record of the meeting. One Councillor abstained from voting as they were not present at that meeting. The Chairman signed the notes.

236/17 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

The chairman gave an update stating the grass cutting maps provided by LCC were not up to date. Once the latest maps are available the contracted areas will also need to be updated.

237/17 TO REVIEW THE LONE WORKING POLICY AND RISK ASSESSMENT

The policy was reviewed by Councillors and the newly appointed Clerk.

The policy was found to be appropriate and no amendments were necessary.

238/17 TO RESOLVE TO MOVE INTO CLOSED SESSION TO DISCUSS STAFFING MATTERS

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

The Chairman informed Council that 2 satisfactory references had been received for the new Clerk and that formed the completion of the appointment process.

The Clerk's hours were confirmed as office based on Tuesday, Wednesday and Thursday, 9.00 am – 5.15 pm.

The Chairman declared the meeting closed at 3.00pm.