

**MINUTES OF THE WOODHALL SPA PARISH COUNCIL PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 14th SEPTEMBER 2017 AT 2.30PM IN THE COUNCIL CHAMBER, STANHOPE AVENUE**

**PRESENT**

Councillors: T Clapton, R Sanderson and S Phelan (substituting for Cllr Clarke)

**IN ATTENDANCE**

J Greer (Parish Clerk)

**374/17 OPENING OF THE MEETING BY THE CHAIRMAN**

Cllr Clapton welcomed everyone to the meeting.

**375/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN**

Apologies with reasons given were accepted from Cllr S Williams and Cllr D Clarke.

**376/17 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.

**377/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON THE AGENDA**

There were no requests for dispensations.

**378/17 NOTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 3<sup>rd</sup> AUGUST 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. The Chairman signed the notes.

**379/17 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES**

The research is continuing regarding an Exhumation Policy, however an official request for an exhumation has not yet been received.

**380/17 TO CONSIDER AND RESOLVE A REQUEST FOR A HEADSTONE AT KIRKBY LANE CEMETERY**

The updated request was considered by the Council. Included in the request was an application for some art work to be painted on the headstone, and not etched as stated in the regulations. The Clerk had visited the cemetery and took photographic evidence which showed some 15 headstones with painted motifs. One Councillor objected to the painting of the art work on the headstone as it was not permitted under the current regulations. However, it was proposed and seconded by a majority vote to permit the headstone which now met the size criteria. It was also agreed to review the Monument Policy at the next meeting

**381/17 TO CONSIDER AND RESOLVE A REQUEST TO DISPLAY A LARGE WOODEN BOARD ON THE WHITE PICKET FENCE TO ADVERTISE AN ANTIQUES FAIR IN THE VILLAGE 5 TIMES PER YEAR**

After much discussion it was proposed, seconded and unanimously RESOLVED to reject the request for the large wooden board to advertise the event on the white picket fence notice board as it was deemed too large and overpowering against the other notices. It was recommended that a maximum A4 sign be used in future in keeping with other notices.

**382/17 TO CONSIDER COUNCILLOR SANDERSON'S REPORT FROM THE LALC NETWORKING MEETING AND RESOLVE ANY ACTION**

Councillor Sanderson's report was discussed with multi action outcomes, including Councillors attending the LALC training in November regarding Data Protection Controls, displaying an annual list of Parish Council and Committee Meeting dates, displaying a copy of the Nolan Principals in the Council Chambers, an agenda item for the next Personnel Committee to resolve whether Councillors should have a Parish Council email address and not a business email address, to introduce a gifts/hospitality register and to seek further clarification regarding encryption of computer files. It was also resolved that the Chairman of the Parish Council and a second Councillor, such as the Chairman of another Parish Council Committee should complete the Clerk's annual appraisal.

**383/17 TO RESOLVE TO GO INTO CLOSED SESSION TO DISCUSS STAFFING MATTERS**

It was proposed, seconded and unanimously RESOLVED the Clerk had successfully completed the three month probationary period. The Clerks holiday log and additional hours worked due to Extraordinary Meetings in July and September were recorded.

The Chairman declared the meeting closed at 3.45pm.