

HENSTRIDGE PARISH COUNCIL

Clerk: Zöe Godden, Corbins, St Martins Square, GILLINGHAM. SP8 4DP

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Draft Minutes of a meeting of the Personnel Committee of Henstridge Parish Council held at the Skittle Alley of the Bird in Hand, Ash Walk, Henstridge, on Monday 15th February 2016 from 6.30pm.

The meeting started at 18:30.

Present: Sue Place (Chair), Simon Cullum, David Nichols and Jean Oswick.

1. To receive any apologies for absence

There were no apologies for absence.

2. To receive any declarations of interest in items on the agenda

There were no declarations of interest.

3. Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

RESOLVED: It was proposed and agreed to exclude the press and public to progress confidential staffing matters.

4. To note that the Clerk's trial period came to an end on 1st February 2016 and to consider confirming the clerk's contract of employment.

RESOLVED: It was proposed and agreed to confirm the Clerk's contract of employment with effect from 1st February 2016.

5. To note that, as of 10th January 2016, the Clerk had completed 5 years continuous Local Government employment and to agree to increase her annual leave entitlement from 21 to 25 days, as per her contract of employment.

The Clerk was instructed to submit all requests for leave to Sue Place. It was noted that the Clerk's annual leave is recorded in hours rather than days due to part-time working.

RESOLVED: It was proposed and agreed to increase the Clerk's annual leave entitlement to 25 days per year, pro rata for part time hours worked.

6. To review the Clerk's hours and make any changes as found necessary.

The Clerk was instructed to share time sheets with Sue Place and to discuss any overtime required for consideration at full council meetings.

7. To review the payment made to the Clerk to cover the use of her home as an office and consider increasing this.

RESOLVED: It was proposed and agreed to increase the Clerk's allowance for using her home as an office from £10.00 to £11.50.

8. To review rates of pay for grounds staff and agree any amendments as required by the new National Living Wage rules.

RESOLVED: It was proposed and agreed that all staff hourly rates apart from the Clerk's would be increased to £7.20 from 1st April 2016, in line with The National Minimum Wage (Amendment) Regulations 2016.

9. **Date of Next meeting** – The next Personnel Committee meeting will be held on **Monday 21st November 2016**. All items for inclusion on the agenda and all items to be listed under issues arising from previous meetings must be received by the Clerk by 9.00am on Thursday 10th November.

The meeting ended at 18:55.



**Zöe Godden
Parish Clerk**

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