

# HENSTRIDGE PARISH COUNCIL

Clerk: Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

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## Approved minutes of a meeting of the Personnel Committee of Henstridge Parish Council held at the Village Hall, Ash Walk, Henstridge, on Monday 20<sup>th</sup> November 2017

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**Present:** Sue Place (Chair), Simon Cullum and John Graham.

**Clerk:** Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 19:45

**1. To receive any apologies for absence**

Apologies had been received from David Nichols and Jean Oswick.

**RESOLVED: It was proposed and agreed to approve the reasons for absence as reported.**

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

There were no declarations of interest.

**3. To approve as a correct record the minutes of the previous meeting held on 15<sup>th</sup> February 2016.**

**RESOLVED: It was proposed and agreed to approve the minutes as presented.**

**4. To review health and safety at work for all Council employees.**

The Clerk reported that she had contacted South Somerset District Council to ask for help to compile the required risk assessments for all Parish Council staff activities. The Clerk was instructed to work with SSDC to produce the risk assessments and to report back to the next meeting.

***Action 171120/1: Parish Clerk***

**5. To review all Council policies that relate to staff employment.**

The list of current policies was reviewed and it was **agreed** that no additional policies were required at this time.

The Clerk was instructed to find out if SSDC grounds staff were checked under the Disclosure and Barring Service and to check with Somerset Association of Local Councils to find out if the Clerk should be similarly checked, and to report back to the next meeting.

***Action 171120/2: Parish Clerk***

**6. To note that new legislation is due to come into force in May 2018 regarding Data Protection and that the Clerk intends to review Parish Council procedures, including those relating to the retention of employee data, in the New Year.**

The Clerk reported that she would be attending a free training event to enable her to complete the required work to ensure the Parish Council was compliant with the GDPR by the May 2018 deadline.

**7. 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.**

No members of the public or press were present.

**8. To review staffing structures and levels and make any necessary recommendations to the Council.**

It was agreed that there did not need to be any changes to the current staffing structure.

It was noted that, since the installation of the perimeter track, the workload of one of the grounds staff had increased. Previously, the gang mower could mow the whole recreation ground, with only the edges being cut with a hand mower. Now, both edges of the new track had to be mowed by hand as the gang mower could not get close enough to the new track. Simon Cullum had consulted the ground staff and an increase to Terry Pulling's hours from 52 to 70 per year had been discussed.

**RESOLVED:** It was proposed and agreed to increase Terry Pulling's annual working hours from 52 to 70 and that this should be back-dated to July 2017, when the new track was installed.

*Action 171120/3: Parish Clerk*

**9. To review and agree a revised contract of employment for grounds staff and to note that no changes are required to the Clerk's contract of employment.**

**RESOLVED:** It was proposed and agreed to implement the new contract of employment for both grounds staff and that no changes were required to the Clerk's contract of employment.

*Action 171120/4: Parish Clerk*

**10. To review staff salaries and agreed that, subject to a satisfactory performance appraisal, the Clerk's salary will progress from SCP24 to 25 with effect from 1<sup>st</sup> April 2018.**

It was noted that the grounds staff are paid at the National Minimum Wage and that this would be increasing in April 2018 from £7.50 per hour to £8.05 per hour.

**RESOLVED:** It was proposed and agreed that the Clerk's salary could increase to SCP 25 from April 2018 subject to a satisfactory performance appraisal.

**11. Date of Next meeting** – The next Personnel Committee meeting will be held on **Monday 29<sup>th</sup> October 2018**. 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 18<sup>th</sup> October 2018.**

The meeting ended at 20:06

Agreed and signed by the Chair \_\_\_\_\_

Date \_\_\_\_\_