

Minutes of the Clipstone Parish Council Personnel Committee Meeting held on 19 January 2018 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
CLlr B Brownley		
CLlr D Thompson (Chair)		
CLlr C Wigman		

In attendance: The Clerk

Also present: None

PC18-075 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.

None

PC18-076 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

None

PC18-077 To receive minutes of the previous personnel committee meeting and resolve to sign these as a true record of that meeting .

The committee resolved to sign the minutes of the personnel committee meeting 04 December 2017 as a true record.

PC18-078 To receive updates resulting from the previous meeting's minutes. (for information only).

The committee noted the updates.

The Senior Parish Worker will increasingly monitor calls and take village hall bookings and process related payments. The Senior Parish Worker will liaise with funeral directors and grave diggers as a first point of call.

The clerk's office hours to be reduced to two days per week to allow working from home.

PC18-079 To confirm the clerk's contract.

The committee resolved to confirm the Clerk's contract:

National Joint Council Spinal Column Point 31 (to include two development increments).

20 days annual leave, 8 bank holidays and two occasional days. Plus 5 additional days following 5 years of NJC qualifying continuous public sector service.

Up to four increments of one SCP for relevant qualifications gained.

Otherwise standard Clipstone Parish Council contract.

PC18-080 To review clerk's salary from 1 April 2018.

The committee resolved that the clerk's salary shall increase in line with the National Joint Council applicable scale from April 2018.

- PC18-081 To agree a staffing cost annual budget proposal.
The Committee resolved to agree an Annual Staffing Costs budget of £60,770.
- PC18-082 To approve the Clerk's application to become a national cover advisor.
The Committee resolved to support the Clerk's application to become a national cover advisor.
- PC18-083 To approve the clerk's annual leave and carry forward of 5 days not taken in current leave year.
The committee approved the clerk's annual leave and a carry forward of four days not taken in the current leave year.
- PC18-084 Items for notification: To determine items to be added to the next meeting's agenda.
 - Accrued additional hours
- PC18-085 To confirm the date and time of the next meeting.
The date for the next personnel committee meeting was confirmed as 19 February 2018 at 17.00.

Signed as a true record of that meeting.

Signature: _____ **Date:** _____