



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

To: All Members of the Personnel Committee

8th November 2016

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 15th November 2016 after a meeting of the Property Committee, expected start time 8.15pm** in the **Council Chambers, the Amenity Centre, Main Street, Yaxley.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

PER36. APOLOGIES

To receive and accept apologies for absence.

PER37. MEMBERS DECLARATION OF INTEREST IN ITEMS ON THE AGENDA

To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.

PER38. MINUTES

To approve as a correct record the Minutes of the Meeting of the Personnel Committee held on 20th September 2016 (attached).

PER39. PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for member of the public to address the Council.

PER40. BUDGET 2017/18

To receive and note the actual spend to September 2016, the predicted against 2016/17 and the Budget for 2017/18 prior to its submission to full Council - report attached.

PER41. RISK ASSESSMENTS

To consider the following risk assessments prepared by the Clerk

- Litter picking/emptying bins
- Use of chainsaws
- Weed spraying

PER42. HEALTH AND SAFETY POLICIES

To consider the following health and safety policies
Legionella Management
Lone Working
Fire and Safety

PER43. CHRISTMAS AND NEW YEAR CLOSING

PER44. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PER45. STAFF MATTERS

- SENIOR GROUNDSMAN
- RESIGNATION OF WORKSHOP MECHANIC
- RESIGNATION OF PAVILION CLEANER
- STAFFING STRUCTURE
- RECRUITMENT PROCESS
- TRAINING UPDATE

PER46. FINANCE OFFICER

To approve the renewal of the contract for the Finance Officer – report attached.

**PER47. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 21.30