

**Minutes of a meeting of the Personnel Committee  
held in the Council Chamber, Yaxley Parish Council on 15<sup>th</sup> November 2016 .**

Present: Councillor A Wood – Chairman

Councillors C Bolton, J Lusted, M Oliver and S White.

In attendance – H Taylor

**PR36. APOLOGIES**

Apologies for absence were received on behalf of Councillors A Bartle, S Butler (both personal) and J Reed (work commitments).

**PR37. DECLARATION OF INTERESTS**

No declarations were received.

**PR38. MINUTES**

Councillor C Bolton proposed approval of the Minutes of the Committee held on 20<sup>th</sup> September 2016. This was seconded by Councillor S White and unanimously **RESOLVED**.

**PR39. PUBLIC PARTICIPATION**

No member of the Public wished to speak.

**PR40. BUDGET 2017/18**

Members were presented with a budget report as at 30<sup>th</sup> September 2016 (a copy of which has been appended in the Minute Book). Having discussed the various budget headings, actual spend against predicted and the proposed figures for 2017/18, it was proposed by Councillor J Lusted that the budget be recommended to Full Council for approval. This was seconded by Councillor M Oliver and unanimously **RESOLVED**.

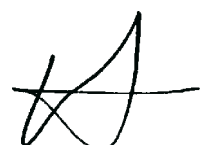
**PR41. RISK ASSESSMENTS**

Members received and noted the contents of risk assessments for use of chainsaws and weed spraying. In so doing, Members deferred consideration of the Litter picking/emptying bins risk assessment to allow for the risk rating to be completed (copies of all the assessments are appended in the Minute Book).

**PR42. HEALTH AND SAFETY POLICIES**

On the proposal of Councillor J Lusted and having been seconded by Councillor M Oliver, it was **RESOLVED** that the contents of the following Health and Safety Policies be approved:

- Legionella Management
- Lone Working
- Fire and Safety.



Members noted that a site survey would be required under the Legionella Management Policy prior to a risk assessment being completed as well as fire risk assessments. Councillor C Bolton explained that the policies do not require reviewing every year, with a period of review every 2 to 3 years being acceptable. Members thanked Councillor Bolton for his work on these policies.

**PR43. CHRISTMAS AND NEW YEAR CLOSING**

Reference was made to the Christmas Opening times and on the proposition of Councillor M Oliver and having been seconded by Councillor J Lusted it was **RESOLVED** that the office be closed from midday on Friday 23<sup>rd</sup> December 2016 to Tuesday 3<sup>rd</sup> January 2017. Arrangements would be made to cover waste collection/litter picking/hire of facilities on 28th, 29th and 30th December 2016.

**PR44. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF THE PRESS AND PUBLIC**

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 Public be excluded from the meeting.

It was proposed by Councillor J Lusted, seconded by Councillor M Oliver and **RESOLVED** that the meeting should be closed to the public and press at 8.50pm.

**PR45. STAFF MATTERS**

- On the proposition of Councillor J Lusted and having been seconded by Councillor S White it was **RESOLVED** that a medical assessment be arranged for the Senior Groundsman with a view to applying for an ill health pension;
- Members noted the resignations of the Workshop Mechanic and of the Pavilion Cleaner. Following which Councillor C Bolton supported the taking on of an agency worker to help the Grounds team whilst a decision is made on whether to replace the Workshop Mechanic. This was seconded by Councillor M Oliver and **RESOLVED**;
- Members requested the Clerk to investigate the outsourcing of vehicle and equipment repairs/maintenance;
- A review of the staffing structure table was deferred until the next Personnel Committee;
- It was noted that the training arranged for staff had been postponed for the time being, however Councillor M Oliver would continue to support the Clerk by meeting with the Grounds team as a Member Representative.
- Having considered a report by the Chairman (a copy of which is appended in the annex to the Minute Book) Councillor M Oliver proposed that the Clerk be paid for 35 additional hours worked by her, this was seconded by Councillor J Lusted and **RESOLVED**.

*(The Clerk left the room during the discussions and voting on the latter)*

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**PR46. FINANCE OFFICER**

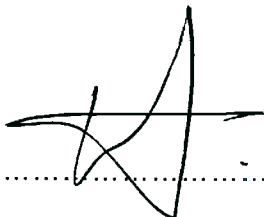
Further to Minute No.39(2015) and with the aid of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) the Committee considered the renewal of the contract between the Council and Freelance Business Services for providing book keeping services and preparing financial statements and reports including the Annual Report and Budget. Having recognised the valuable work undertaken over the year by Mrs Porter, it was proposed by Councillor J Lusted that the Parish Council renews its contract with FBS for the provision of accountancy and bookkeeping services, for a further year. This was seconded by Councillor M Oliver and unanimously **RESOLVED**.

**PR47. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.**

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 being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor J Lusted and seconded by Councillor S White that the press and public should be readmitted to the meeting.

Meeting closed at 9.30pm

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Signed .....

Chairman.

