

**Minutes of the Meeting of the Personnel Committee
held in the Council Chamber, Yaxley Parish Council on 19th September 2017.**

Present:- Councillor A Wood – Chairman

Councillors A Bartle, G Bellamy, J Lusted and P Russell.

In attendance – H Taylor.

PR12. APOLOGIES

Apologies for absence from the meeting were received and accepted from Councillors C Bolton (work), S Butler (personal) and M Oliver (work).

PR13. DECLARATION OF INTERESTS

No declarations were received.

PR14. MINUTES

Councillor J Lusted proposed approval of the Minutes of the Committee held on 20th June 2017. This was seconded by Councillor P Russell and unanimously **RESOLVED**.

PR15. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR16. TRAINING

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members were advised of the training undertaken by her since the previous meeting. This included a Regional Training Seminar by the Society of Local Council Clerks on best use of social media, planning matters, time banking and the General Data Protection Regulations.

PR17. CHRISTMAS AND NEW YEAR OPENING HOURS

Reference was made to the Christmas Opening times and on the proposition of Councillor P Russell and having been seconded by Councillor G Bellamy it was **RESOLVED** that the office closes from Friday 22nd December 2017 and reopens on Tuesday 2nd January 2018. Arrangements would be made to cover waste collection/litter picking/hire of facilities on 27th, 28th and 29th December 2017.

PR18. 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 and seconded by Councillor P Russell that the meeting should be closed to the public and press at 8.04pm.

PR19. STAFFING UPDATE

- (a) The Clerk explained that an additional temporary member of staff had been employed via an agency to assist the grounds team with the grass cutting from 1st May to the end of August, this was a similar arrangement to last year and had been budgeted for.
- (b) It was reported that the Grounds Team had just finished their summer working hours of 8 hours and had moved to 6 weeks of 7 ½ hour days followed by 20 weeks of 7 hour days.
- (c) In receiving a staffing update, mention was made of the yearly appraisals for staff that would be taking place in October and it was proposed by Councillor A Bartle that the Chairman of Personnel be present in the appraisal of the Senior Groundsman. This was seconded by Councillor J Lusted and **RESOLVED**.
- (d) The Clerk reported on an increase in hall bookings which had resulted in a rota being set up for weekend cover.

PR20. 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 G Bellamy that the press and public should be readmitted to the meeting.

Meeting closed at 8.25pm

Signed

Chairman.

