

**Minutes of the Meeting of the Personnel Committee
held in the Council Chamber, Yaxley Parish Council on 21st November 2017.**

Present:- Councillor A Wood – Chairman

Councillors A Bartle, C Bolton, P Russell and S White.

In attendance – H Taylor.

PR21. APOLOGIES

Apologies for absence from the meeting were received and accepted from Councillors J Lusted and M Oliver (both personal reasons).

PR22. DECLARATION OF INTERESTS

No declarations were received.

PR23. MINUTES

Councillor P Russell proposed approval of the Minutes of the Committee held on 19th September 2017. This was seconded by Councillor A Bartle and unanimously **RESOLVED**.

PR24. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR25. ACTION PLAN

Members received and noted a list of the Committee's projects included within the Council's Action Plan.

PR26. BUDGET 2018/19

Members were presented with a budget report as at 30th September 2017 (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 2018/19, it was proposed by Councillor P Russell that the budget be recommended to Full Council for approval. This was seconded by Councillor A Bartle and unanimously **RESOLVED**.

PR27. LEGIONELLA RISK ASSESSMENTS

Members received and noted the contents of risk assessments for the Austin Hall, Queens Park Hall and the Pavilion (copies of all the assessments are appended in the Minute Book). Having had their attention drawn to a number of items requiring attention and in noting that legionella control training would be put in place for staff to monitoring and test outlets, Councillor C Bolton proposed that the remedial work identified in the reports be undertaken by SMC Ltd. This was seconded by Councillor S White and unanimously **RESOLVED**.

PR28. 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 A Bartle and seconded by Councillor P Russell that the meeting should be closed to the public and press at 9.07pm.

PR29. APPRAISAL UPDATE

In noting that all staff appraisals had been completed, Members' attention was drawn to first aid legal requirements. Having been advised that three Members of staff have volunteered to undertake the training Councillor A Bartle proposed that an additional days leave be given to those undertaking this role (pro rata for those part time), this was seconded by Councillor S White and **RESOLVED**.

PR30. JOB DESCRIPTION

Councillor A Bartle proposed approval of a revised job description for the Clerk (a copy of which is appended in the Annex to the Minute Book). This was seconded by Councillor C Bolton and unanimously **RESOLVED**.

PR31. FINANCE OFFICER

Further to Minute No.46(2016) 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 appreciated the valuable work undertaken over the year by Mrs Porter, it was proposed by Councillor P Russell that the Parish Council renews its contract with FBS for the provision of accountancy and bookkeeping services, for a further year, subject to the letter of contract referring to the proposed hourly rate. This was seconded by Councillor S White and unanimously **RESOLVED**.

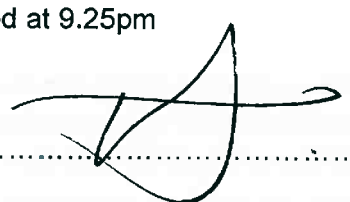
PR32. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

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 P Russell and seconded by Councillor A Bartle that the press and public should be readmitted to the meeting.

Meeting closed at 9.25pm

Signed



Chairman.