

**Minutes of the Meeting of the Personnel Committee  
held in the Council Chamber, Yaxley Parish Council on 20th November 2018 at 7.40pm.**

Present:- Councillor A Wood – Chairman

Councillors E Gilchrist, K Gulson, J Lusted, and P Richardson.

In attendance: H Taylor

**PER25. APOLOGIES**

Apologies for absence were received from Councillors P Russell (personal), M Southgate (work) and S White (personal).

**PER26. DECLARATION OF INTERESTS**

No declarations were received.

**PER27. MINUTES**

Councillor P Richardson proposed approval of the Minutes of the Committee held on 18<sup>th</sup> September 2018. This was seconded by Councillor E Gilchrist and **RESOLVED**.

**PER28. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PER29. ACTION PLAN**

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

**PER30. BUDGET 2018 - 2020**

Members were presented with a budget report as at 30<sup>th</sup> September 2018 (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 2019/20, it was proposed by Councillor J Lusted that the budget be recommended to Full Council for approval. This was seconded by Councillor E Gilchrist and unanimously **RESOLVED**.

**PER31. 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 E Gilchrist that the meeting should be closed to the public and press at 7.50pm.

**PER32. STAFF UPDATE**

The Clerk reported on various staffing issues. Members were advised that the staff appraisals had been completed in October, the agency groundsman had found alternative permanent employment and that the Member of staff on long term sick would be returning on a phased return in December. It was mentioned also that new inspection sheets had been introduced for all the machinery and the reporting process and checks were working well.

**PER33. FINANCE OFFICER**

Further to Minute No.31(2017) 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 K Gulson 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 J Lusted and unanimously **RESOLVED**.

**PER34. PENSION UPDATE**

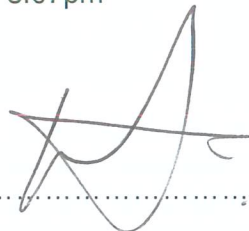
Further to Minute No.23, the Chairman explained that he had been in communication with the District Council's HR team regarding the pension scheme but the process of scrutinising the LGPS was proving to be slow. He would be meeting with Councillors P Russell and S White and would give a fuller report at the next meeting.

**PER35. 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 K Gulson that the press and public should be readmitted to the meeting.

Meeting closed at 8.07pm



Signed .....

Chairman.