



YAXLEY PARISH COUNCIL

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To: All Members of the Personnel Committee

Sir/Madam

You are hereby summoned to attend a **Special Meeting** of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 26th July 2022 in the Council Chambers, The Amenity Centre, 48 Main Street, Yaxley, PE7 3LU** after a meeting of the **Planning Committee**, expected start time **8.00pm**.

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

19th July 2022

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PER13. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PER14. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
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.
- PER15. MINUTES**
To approve as a correct record the Minutes of the meeting of the Personnel Committee held on Tuesday 21st June 2022 - attached.
- PER16. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PER17. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE 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.
- PER18. STAFFING UPDATE**
To note the resignation of the Grounds Maintenance Supervisor and actions arising from that – verbal report from the Clerk.

PER19. YOUTH WORKER UPDATE

To receive a verbal report from the Clerk.

**PER20. 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.

Minutes of the Meeting of the Personnel Committee held in the Owen Pooley, the Amenity Centre, Main Street, Yaxley on 21st June 2022 at 8.20pm.

Present:- Councillors D Chapman, E Gilchrist, K Gulson, S Sanderson and A Wood.

In attendance: Councillor A Minns and Mrs H Taylor – Clerk.

PER1. ELECTION OF CHAIRMAN

On the proposition of Councillor K Gulson, seconded by Councillor D Chapman, it was **RESOLVED** that Councillor A Wood be elected Chairman of the Committee for the ensuing Municipal Year.

Councillor A Wood in the Chair.

PER2. APOLOGIES

Apologies for absence from the meeting were received and accepted from Councillors J Lusted and P Russell.

PER3. ELECTION OF VICE CHAIRMAN

On the proposition of Councillor E Gilchrist, seconded by Councillor D Chapman, it was **RESOLVED** that Councillor K Gulson be elected Vice Chairman of the Committee for the ensuing year.

PER4. DECLARATION OF INTERESTS

No declarations were received.

PER5. MINUTES

Councillor K Gulson proposed approval of the Minutes of the Personnel meeting held on 22nd March 2022. This was seconded by Councillor E Gilchrist and unanimously **RESOLVED**.

PER6. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PER7. RISK ASSESSMENTS

Members reviewed the following risk assessments (copies of the documents are appended in the Minute Book):

- Driving for work
- Ride on mowers
- Strimmers and brushcutters
- Weed spraying
- Litter picking/emptying bins
- Trees
- Cemetery management
- Chainsaw
- Pound Lane Pond
- Willow Pond

Subject to the removal of the words “unless hands free in use” from the last hazard evaluation on the driving for work assessment, it was proposed by Councillor D Chapman, seconded by Councillor S Sanderson and unanimously **RESOLVED** that the contents of the risk assessments be approved.

PER8. REVIEW OF STANDING COMMITTEES

In discussing the Committee’s role within the Council’s current Committee Structure, Members were united that the Personnel Committee was wholly necessary in order to effectively and efficiently discharge the Council’s duties as an employer. Mention was also made of the Council’s Grievance Procedure which prohibited the Chair and Vice Chair of the Council from sitting on the Personnel Committee.

PER9. 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 S Sanderson, seconded by Councillor E Gilchrist and unanimously **RESOLVED** that the meeting should be closed to the public and press at 8.20pm.

PER10. STAFFING UPDATE

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), the Committee received a staffing update which included details of the recent workload, holiday cover and recruitment proposals.

PER11. YOUTH WORKER - ARRANGEMENTS

The Clerk updated Members on progress to recruit a Youth Worker. The project had secured funding from Cambridgeshire County Council Innovate and Cultivate Fund, with the remaining costs being met by the Parish Council. St Peters Church would be involved with management of the role with support from Romsey Mill. The new recruit would be in place from mid July.

PER12. 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 D Chapman and seconded by Councillor S Sanderson that the press and public should be readmitted to the meeting.

Meeting closed at 8.50pm

Signed

Chairman.