

## **Allhallows Parish Council**

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### **PERSONNEL COMMITTEE MEETING TO BE HELD ON WEDNESDAY 3<sup>rd</sup> APRIL 2013 AT ALLHALOWS VILLAGE HALL, STOKE ROAD AT 6:30pm**

#### **AGENDA**

1. To receive apologies for absence.
2. To Receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.
3. To consider any dispensation requests for members with DPI's in relation to the Personnel Committee agenda.
4. To approve the minutes of the Personnel Committee meeting held 30 May 2012.
5. Matters arising from the above minutes not on the agenda.
6. Any other business
7. Date and venue for next meeting

#### **CONFIDENTIAL SECTION**

8. Motion to exclude the press and public on the grounds that the following agenda items concern named members of staff employed by the Parish Council.
9. Staff end of year appraisals
  - Update from Clerk on timetable and request for member input to end of year appraisals for Caretakers and Cleaner.
  - To confirm satisfactory completion of probationary period for Clerk and end of year appraisal arrangements.
  - Staff annual salary reviews – to discuss and propose salary levels for 2013/2014
10. Payroll outsourcing issues
  - To agree recharge of payroll costs for Village Hall and Brimp cleaners.
  - To agree payment dates for staff salary standing orders/cheques and overtime payments as a result of outsourcing arrangements.
11. Staff contracts of employment
  - To consider and agree Clerk's contract of employment.

- To consider need for variation of staff contracts arising from payroll outsourcing.
  - To review staff contracts for 2013/14.
12. Clerk outstanding holiday entitlement
- To consider request for payment for November 2012 to March 2013 entitlement.
13. Caretaker additional hours
- To consider approval of payment for additional hours worked.

Margot Sturt

Parish Clerk

26<sup>th</sup> March 2013