

Allhallows Parish Council

32 Willowbank Drive, High Halstow, Rochester, Kent ME3 8TW

Tel: 01634 250258 e-mail: allhallowspc@gmail.com

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 26th MARCH 2014 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD at 8:40PM

Present:

Cllr Alan Marsh Chairman

Cllr Mrs Wendy Myers

Cllr Mark Skudder

Margot Sturt Parish Clerk

P/1/2014/

1. **Apologies for absence.**

Apologies for absence were received from Cllr John Luck and Cllr John Lambourne. It was proposed by Cllr Mark Skudder and seconded by Cllr Mrs Wendy Myers that the apologies be accepted.

2. **To Receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.**

Cllr Mark Skudder declared an Other Significant Interest (OSI) as Chairman of the Youth Club in respect of agenda item 11.

3. **To consider any dispensation requests for members with DPI's and OSI's in relation to the Personnel Committee agenda.**

A dispensation request was made by Cllr Mark Skudder and agreed by the Proper Officer under section 33(2)(a) of the Localism Act 2011, as without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business. (The meeting would be inquorate)

4. **To approve the minutes of the Personnel Committee meeting held on 13th November 2013**

It was proposed by Cllr Mark Skudder and seconded by Cllr Alan Marsh and unanimously agreed that the minutes of the meeting held on 13th November 2013 were a true record and no changes were needed.

5. **Matters arising from the above minutes not on the agenda.**

There were no matters arising.

6. **To note action point update from last meeting**

The action point update was noted.

7. **Any other business**

None

8. Date for next meeting

The next meeting would be held on 10th September 2014, starting at 6:30pm. The Parish Clerk to make arrangements to book the Village Hall.

CONFIDENTIAL SECTION

9. Cllr Alan Marsh proposed a motion under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This was seconded by Cllr Mark Skudder and agreed unanimously.
10. End of year appraisal and performance assessments were discussed and agreed for the Caretakers. Proposals for staff salary spine point increases were agreed. It was proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and agreed unanimously to place the salary proposals on the next Parish Council meeting agenda for consideration. End of year appraisal and performance assessment were discussed and agreed for the Parish Clerk. A salary spine point increase was agreed. It was proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and agreed unanimously to place the salary proposal on the next Parish Council meeting agenda for consideration.
11. The increase in outsourced payroll and re-charge costs were agreed. It was proposed by Cllr Alan Marsh, seconded by Cllr Mrs Wendy Myers and agreed unanimously to place the proposal on the next Parish Council meeting agenda for consideration.
12. a) The anticipated annual hours and costs were agreed for the relief caretaker vacancy. It was proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and agreed unanimously to place the proposal and suggested budget virement from reserves on the next Parish Council meeting agenda.
b) The interview panel and appointment process for the relief caretaker vacancy was agreed. The Parish Clerk was tasked with making the arrangements and writing to applicants.

The meeting was closed at 19:47pm

Signed as a true record

(Chairman)

Date

Action Point No.	Detail	Review	Cleared
1/2014/1	Parish Clerk to place the salary proposal on the next Parish Council meeting agenda for consideration.	Salary proposals approved 9 th April 2014	9/4/14
1/2014/2	Parish Clerk to place the proposal and suggested budget virement from reserves on the next Parish Council meeting agenda.	Budget virement approved 9 th April 2014	9/4/14
1/2014/3	Parish Clerk to make the job interview arrangements and write to applicants.	Arrangements made and relief Caretaker appointed May 2014	8/5/14