

**The Minutes of the Personnel Committee Meeting
held on 27th January 2021**

A meeting of the Personnel committee was held on 27th January 2021 via Zoom at 7.00 pm.

Present: Cllr. B. Hadley, Chairman
Cllr. B. Sumner
Cllr. N. Randall
Cllr. L. Hicks
Officer: The Parish Clerk

1. Election of Chairman

Cllr. L. Hicks proposed Cllr. B. Hadley to be the Chairman to the Personnel committee.
Cllr. N. Randall seconded the proposal. A unanimous vote was taken of all in favour of the proposal.

2. Apologies for absence: None.

3. Declarations of Interest: None.

4. Staff Appraisal Update

The committee agreed that due to Covid-19 restrictions that they would postpone the staff appraisals until September 2021.

5. Storage of meeting notes and zoom recordings

The committee agreed that the Parish Council would address the length of time required to store meeting notes and zoom recordings at a future Parish Council meeting when the policies were updated.

6. Training courses for the Clerk, Assistant Clerk, Finance Officer and Parish Councillors

GAPTC had distributed a list of courses set for the year. The Clerk would distribute the list of courses so that staff and Parish Councillors could assess if they would like to attend a course.

7. Review Clerk's Annual Events Calendar

The Clerk was to update the Clerk's Annual Events Calendar and circulate to the committee members.

8. Any Other Business

The committee discussed recent events at a committee meeting and decided that the staff were to hold weekly meetings, to discuss what jobs were being dealt with at the current time, progress reports, jobs arising from meetings and other items required so that all staff were kept up to date.

9. Date of Next Meeting: Date to be confirmed.

The meeting closed at 7.44 pm.