



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING
ON THURSDAY 07 FEBRUARY 2019 AT 6.00pm
IN THE COUNCIL OFFICE, VILLAGE WAY

Councillors

Cllr R Burbridge*
Cllr R Cole* Chairman
Cllr B Freeston Vice Chairman
Cllr A Richardson*
Cllr R Tyler*

PRESENT*

ALSO PRESENT: Cllrs S Jeacock, E Townsend, B. Bell Parish Clerk FSLCC.

1. APOLOGIES FOR ABSENCE

The prior commitment apology of Cllr B Freeston was AGREED.

2. DECLARATION OF INTERESTS

There were no declarations of interest or changes notified to members interests.

3. PERSONNEL COMMITTEE MINUTES

The draft minutes of the Personnel Committee meeting held on 29 November 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.

4. CHAIRMAN'S REPORT

Cllrs R Cole and A Richardson will provide a report on the Staff Handbook for the next meeting.

5. PUBLIC SESSION - There were no members of the public present who wished to speak.

6. STAFF MATTERS

The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence. Cllr R Tyler arrived.

The Clerk gave a report on the Staff Structure.

The General Worker is retiring at the end of February 2019 and there are no plans to fill the vacancy at the current time, as the majority of the unskilled work on Council property is up to date. The remaining budget will be used to hire contractors as and when needed for skilled projects such as the re-decoration of the Village Hall.

The Assistant Clerk leaves the Council on 26 April 2019. The Committee considered two options to fill this vacancy:

1. Recruit a new Assistant Clerk.
2. Take the opportunity to re-structure the admin staff.

It was AGREED to recommend to the Council to implement option 2. The Clerk was asked to prepare the necessary background papers for the Council to consider at its next meeting.

The Committee discussed providing an alternative pension scheme for new employees. The Clerk advised that the Council would need to update its Pension Policy, and the Council must seek professional insurance backed advice. This item will be added to the agenda for the next meeting of this Committee.

7. DATE OF NEXT MEETING

Thursday 28 February 2019. The meeting closed at 7.02pm

Signature.....

Date.....