



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING
ON THURSDAY 29 April 2021 at 6.00pm
VIA ZOOM

Councillors

Cllr R Burbridge* Vice Chairman
Cllr N Sanctuary*
Cllr R Tyler*

PRESENT*

ALSO PRESENT: B. Bell Parish Clerk FSLCC.

1. APOLOGIES FOR ABSENCE - There were no apologies for absence.

2. DECLARATION OF INTERESTS

- Cllr N Sanctuary declared an interest as Chairman of the Glebelands School Governors.
- Cllr R Burbridge declared an interest as Trustee of Rowleys.

3. PERSONNEL COMMITTEE MINUTES

The draft minutes of the Personnel Committee meeting held on 28 January 2021, having previously been circulated, were AGREED and will be signed by the Chairman as a true record.

4. CHAIRMAN'S REPORT

The Vice Chairman reported her thanks to the admin staff for keeping things going through the pandemic and special thanks to the grounds staff for the upkeep of Snoxhall Fields and the cemetery which is looking spectacular.

5. PUBLIC SESSION - There were no members of the public present.

6. STAFF MATTERS

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

- The Clerk reported that Staff COVID-19 risk assessments have been reviewed. Next review date is 21 June 2021. Admin staff do not plan to return to the office until all staff have had two COVID-19 vaccinations and all social distancing requirements have been lifted.
- The Committee AGREED to recommend to full Council that a 30 week fixed term contract of employment is offered to the work experience person if the college is unable to run the horticulture apprenticeship this September.
- The Committee AGREED to recommend to full Council that the grounds staff are offered a 1.2% salary award in accordance with the Grounds Maintenance Association recommendation backdated to 01 April 2021.

7. DATE OF NEXT MEETING

To be arranged. The meeting closed at 6.20pm

Signature.....

Date.....