

BARDNEY GROUP PARISH COUNCIL

MINUTES

Personnel and Review

06 March 2024 at Bardney Village Hall

Bardney Group Parish Council

Minutes from the Personal and Review Committee

Bardney Pavilion 6th March 2024 at 7pm

Present

Cllr Ruth Lane (Chair), Cllr Ken Hutchinson (Vice Chair), Cllr K Laughton (substituting for Cllr Sam Wright)

Members of the Public

No members of the public were present.

Meeting commenced at 7pm

The Chair welcomed everyone to the meeting.

As no members of the public were present the Chair moved to commence the meeting.

337-23/24. To appoint a minute taker for the meeting. Cllr Lane proposed herself to be minute taker seconded by Cllr Hutchinson.

338-23/24. Apologies for absence – To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting in accordance with Local Gov. Act 1972, Sch 12, para 40. Apologies were received from Cllr Sam Wright, Cllr Robin Darby.

339-23/24. To receive any declarations of interest under the Localism Act 2011 being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation.

Declarations of Interest – No declarations of interest made.

340- 23/24. To approve as a correct record the notes meeting held; 6th February 2024 and to authorise the Chair to sign the official minutes. Approved by all and signed by Chair.

341-23/24. To resolve to move into closed session in accordance with public bodies(admission to meetings) Act 1960 due to a confidential nature of the business to be discussed in relation to the following matters. Proposed by Cllr Lane, Seconded by Cllr Laughton and approved by all.

342-23/24. To approve a contract between LACL and BGPC for a Locum Parish Clerk to be appointed and sign contract.

Chair asked if the committee had read through the Terms of Reference they had been given, all had read them and were happy to proceed. Chair proposed to accept seconded Cllr Laughton all in favour.

343-23/24. To approve Locum working hours and office opening hours.

Chair has been in contact with Eddie Findlay who is the locum offered to us by LACL, Mr Findlay, will be available to us for 12 hours a week, his first week, he has said, he can man the office Tuesday, Thursday and Friday 10 am-2 pm. He has asked we make the office opening hours an agenda item for the next full meeting. The Chair has asked Cllr Fleetwood to make this an item on the agenda. Cllr Laughton asked if the P&R committee were going to put forward a recommendation to the full committee, as to how to use the 12 hours available to us, Cllrs thought this a good idea but Cllr Hutchinson said as a P&R committee, we do not have all the information to what is needed. We would have to consult with Cllr Fleetwood as to what needs to be passed over. Cllr Laughton raised a point that every 3rd Tuesday of the month would be a meeting, so it would help form a pattern of work as we would need a clerk to cover the Full Council Meetings. It was noted by the committee members as we need to use the hours productively. The Chair mentioned that Mr Findlay had said due to the number of sub-committees we have it may be in our interests that we record the meetings and he can type the minutes, instead of being present at each meeting. Cllr Laughton suggested if Mr Findlay covered the office on

some of the days that the meetings could potentially be organized around the time he would be here. Cllr Laughton proposed the office be open every Thursday from 10 am-2 pm for the public and operate an appointment system by phone if the public need help any other time and Mr Findlay attends every 3rd Tuesday from 7 pm-9 pm for full council meeting. seconded by Cllr Hutchinson.
This will be put to full council on 19th March 2024.

344-23/24. To approve wording for advertisement for Clerk/RFO position for LACL, West Lindsey DC and local Post Office advertising.

The Chair asked the council if they had any recommendations regarding the advertisement the members of the Committee had none. The Chair said she would place the advertisement in the Post Office, Parish Council vacancies post and ask LALC to advertise on their free website and paying website.

Meeting closed @ 8.49 pm