

Bardney Group Parish Council

Personnel & Review Committee Minutes - 9 July 2024

Minutes of the Personnel and Review Committee of Bardney Group Parish Council held in the Parish Office, Silver Street, Bardney on Tuesday 09 July 2024.			
Present:	Chair	Cllr Ruth Lane	
Councillors:	Cllr Robin Darby, Cllr Ken Hutchinson, Cllr Deborah O’Sullivan and Cllr Sam Wright		
Also present:	Eddie Findlay (Clerk/RFO) to the Parish Council		
No member of the public was in attendance.			
At 6:00 pm, as there were no members of the public present the Chair declared the meeting open at 6:00pm.			
47-24/25	<p>Election of a Chair of the Finance Committee for the new civic year. Cllr O’Sullivan proposed Cllr Lane continue to act as Committee Chair, seconded by Cllr Hutchinson.</p> <p>There were no other nominations and Cllr Lane was willing to act as Chair.</p> <p>Action: The Committee RESOLVED to approve Cllr Lane to act as Personnel and Review Committee Chair for the civic year. Approved unanimously.</p>		
48-24/25	<p>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. All Committee members were present.</p>		
49-24/25	<p>Declarations of Interest. To receive declarations of interest and to consider dispensation applications in relation to Disclosable Pecuniary Interests.</p> <p>None declared at this time.</p>		
50-24/25	<p>Notes of the Personnel and Review Committee Meeting held on Thursday 25 April 2024 to be approved as Minutes.</p> <p>Action: The Committee RESOLVED to approve the notes of the Personnel and Review Committee Meeting held on Thursday 25 April 2024 as Minutes. Proposed by Cllr Lane, seconded by Cllr Wright and approved unanimously.</p>		
51-24/25	<p>Consider a revised Schedule of Work for the Handyman.</p> <p>The Committee felt it was important that a detailed schedule of work be provided to the Handyman, this would allow for more oversight from his Line Manager and provide Council the understanding of his workload. A first draft of this was achieved by combing his Job Description and the previously used Handyman Job Request Form.</p> <p>Action: The Committee RESOLVED to allow the Clerk and the Committee Chair to finalise a draft schedule of work and present this to the Handyman for discussion. This would then be brought back to Committee for approval. Proposed by Cllr Lane, seconded by Cllr Wright and approved unanimously.</p>		

	To resolve to go into closed session in accordance with the Public Bodies
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<p>52-24/25</p>	<p>(Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972 to discuss the following matters.</p> <ul style="list-style-type: none"> a. Discuss staff salary matters. b. Consider the contract details for the new Clerk. <p>Action: The Committee RESOLVED to go into Closed Session in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972. Proposed by Cllr Lane, seconded by Cllr O’Sullivan and approved unanimously.</p> <p>This part of the meeting closed 6:50 pm.</p> <p>The meeting continued in the absence of press and public at 6:50 pm.</p>
	<p>Confidential Minutes</p> <ul style="list-style-type: none"> a. Discuss staff salary matters. <p>Action: The Committee RESOLVED to accept the findings of the new Payroll Company and recommend to Council, at the next meeting, that the findings be accepted in full. Proposed by Cllr Lane, seconded by Cllr O’Sullivan and approved unanimously.</p>
	<ul style="list-style-type: none"> b. Consider the contract details for the new Clerk. <p>Action: The Committee RESOLVED to recommend to Council at the next meeting, that the amended Clerk/RFO Job Description and Contract be accepted. Proposed by Cllr Lane, seconded by Cllr Hutchinson and approved unanimously.</p>
<p>The Chair closed the meeting at 8:00 pm.</p>	

Signature:	
Printed Name:	
Date:	DD-MMM-YYYY