

## Allhallows Parish Council

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### MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 18<sup>th</sup> SEPTEMBER 2013 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD At 8:40PM

Present:

Cllr Alan Marsh      Chairman  
Cllr John Lambourne  
Cllr Mrs Wendy Myers  
Cllr Mark Skudder  
Cllr John Luck  
Margot Sturt      Parish Clerk

#### **P/1/2013/**

1. Apologies for absence.

There were no apologies

2. To Receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.

No declarations were made.

3. To consider any dispensation requests for members with DPI's in relation to the Personnel Committee agenda.

No requests were made.

4. To approve the minutes of the Personnel Committee meeting held 3<sup>rd</sup> April 2013

It was proposed by Cllr Mark Skudder and seconded by Cllr Mrs Wendy Myers and agreed unanimously that the minutes of the meeting held on 30 May 2012 were a true record and no changes were needed.

5. Matters arising from the above minutes not on the agenda.

There were no matters arising.

#### CONFIDENTIAL SECTION

A motion was made under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and agreed unanimously.

6. Review of Parish Clerk Job Description

The draft Parish Clerk Job Description was agreed and no further changes were considered necessary. Proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and agreed unanimously.

7. Review of Caretaker and Cross Park Cleaner Job Descriptions

7.1 The caretaker duties to be updated to include street sweeping and litter picking in Rosehip Drive. Proposed by Cllr Alan Marsh, seconded by Cllr John Lambourne and agreed unanimously.

7.2 Due to the level of weeds in the street gutters, the Parish Clerk was asked to obtain quotations for chemical weed spraying at intervals throughout the year. Subject to future decisions regarding the weed removal it was suggested that the caretaker duties might need to be updated to include the removal of weeds and the dead weed foliage.

Proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and agreed unanimously.

***Action Point 1/P/1/2013: Parish Clerk to obtain quotations for chemical weed spraying.***

7.3 As there was no existing job description, the Parish Clerk to draft a Job Description and cleaning schedule for the Cross Park Cleaner for agreement at the next Personnel Committee meeting.

Proposed by Cllr Wendy Myers, seconded by Cllr Alan Marsh and agreed unanimously.

***Action Point 2/P/1/2013: Parish Clerk to draft job description and cleaning schedule for the Cross Park cleaner.***

8. Date and venue for next meeting.

The next meeting would be held on 13<sup>th</sup> November 2013, starting immediately after the Finance Committee meeting.

**The meeting was re-opened to the public and press at 9:29pm**

The meeting was closed at 9:30pm.

Signed as a true record

Alan Marsh (Chairman)

13<sup>th</sup> November 2013

<b>Action Point Number</b>	<b>Detail</b>	<b>Review</b>	<b>Cleared</b>
1/P/1/2013	Parish Clerk to obtain quotations for chemical weed spraying of street gutters	Quotations requested and replies awaited  6/11/13	
2/P/1/2013	Parish Clerk to draft job description and cleaning schedule for the Cross Park cleaner.	Not yet started  6/11/13	