

ALLHALLOWS PARISH COUNCIL

PERSONNEL COMMITTEE

MINUTES OF THE MEETING HELD ON FRIDAY 19 AUGUST 2011 AT THE BRIMP, AVERY WAY, ALLHALLOWS AT 8 pm

PRESENT: Cllr Alan Marsh Chairman
 Cllr John Lambourne
 Cllr Mark Skudder

 Mrs Roxana Brammer Acting Clerk

In attendance Cllr Mrs Yvonne Forrest
 3 members of the public

Item no *Action point*

1 APOLOGIES

An apology for absence was received from Cllr Mrs Pauline Martin who had a prior engagement. It was proposed by Cllr Marsh, seconded by Cllr Lambourne and agreed this apology be accepted.

2 DECLARATIONS OF INTEREST AND ALTERATIONS TO THE REGISTER

None.

3 MINUTES OF THE MEETING HELD ON 27 JUNE 2011

It was proposed by Cllr Skudder, seconded by Cllr Lambourne and agreed the minutes of the meeting held on 27 June 2011 be signed as a true record.

4 ANY OTHER BUSINESS

No matters were raised.

5 DATE AND VENUE OF NEXT MEETING

To be advised.

CONFIDENTIAL SECTION

6 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed the press and public be excluded for the following item on the grounds it referred to named members of staff. The Acting Clerk advised Cllr Mrs Forrest that although she was a member of the Parish Council, she was not a member of the Personnel Committee and in such instances the councillor was treated as if a member of the public in matters of exclusion.

7 OVERALL EMPLOYEE REVIEW

a Clerk

Cllr Lambourne tabled his report following the disciplinary hearing and further

investigations. The report was discussed in great detail. Cllr Lambourne proposed that the Clerk be dismissed for the reasons given in his report. This was seconded by Cllr Marsh and carried unanimously. Cllr Marsh gave a verbal report on the grievance hearing.

b Caretakers

Cllr Skudder tabled suggested revised hours and revised rota for Mrs Colyer, which was discussed and minor amendments made. The Acting Clerk was asked to hold a meeting with her about this on Mrs Colyer's return from holiday. It was also suggested that John Price be asked to do one hour on each Tuesday and Thursday of the school holidays, carrying out a visual inspection of the play equipment and tidying up the Recreation Ground. This would cost £172.80 per annum and would be put to the Finance Committee with a view to recommendation to the full Council.

RB

c Acting Clerk

The Acting Clerk confirmed she was willing to continue under the current arrangements while the recruitment process took place for a Clerk. She said she would be on holiday from 13th to 27th September inclusive.

The Chairman closed the meeting at 10.36 pm

SignedChairman

On theday of2011