

**ALLHALLOWS PARISH COUNCIL****PERSONNEL COMMITTEE****MINUTES OF THE MEETING HELD ON MONDAY 27 JUNE 2011 AT THE BRIMP, AVERY WAY, ALLHALLOWS AT 7 pm**

**PRESENT:** Cllr Alan Marsh                      Chairman  
 Cllr John Lambourne  
 Cllr Mark Skudder  
  
 Mrs Roxana Brammer              Acting Clerk

**Item no** *Action point*

**1            ELECTION OF COMMITTEE CHAIRMAN**

It was proposed by Cllr Skudder, seconded by Cllr Lambourne and agreed Cllr Marsh be chairman for the year.

**2            APOLOGIES**

An apology for absence was received from Cllr Mrs Pauline Martin who was on holiday. It was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed this be accepted.

**3            DECLARATIONS OF INTEREST AND ALTERATIONS TO THE REGISTER**

None.

**4            MINUTES OF LAST MEETING**

The minutes of the last meeting were unavailable.

**5            TERMS OF REFERENCE**

The draft Terms of Reference were discussed. It was proposed by Cllr Lambourne, seconded by Cllr Marsh and agreed the draft Terms of Reference be recommended to full Council for adoption. It was noted that a complaints and appeals committee was needed and this would be placed on the agenda for the ordinary meeting of the Council in July.

**6            ANY OTHER BUSINESS**

No matters were raised.

**7            DATE AND VENUE OF NEXT MEETING**

To be advised.

**8            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 items on the grounds they referred to the payroll and to named members of staff.

**9 PAYE**

Information had still not been released by the Clerk. A fine would be expected from HMRC at the end of the fiscal year for late remittance of tax and NI.

**10 CARETAKERS**

Cllr Skudder reported Mrs Colyer had a problem in taking the litter back for collection. Cllr Skudder had spoken to the shops and had received agreement that 6 bags could be stored at the rear until put out for collection on a Friday morning. Cllr Marsh offered that she could place any extra bags inside his front garden. Cllr Skudder said he would review the hours and this would be discussed by the Finance Committee.

*MS*

**11 VILLAGE HALL CLEANER**

The Village Hall Treasurer had indicated she was waiting for an invoice to pay the cleaner's wages. Information on how this was handled and the amounts involved was lacking and Cllr Skudder said he would speak to the cleaner.

*MS*

**12 CLERK**

**a Gross Misconduct**

Evidence and witness statements were being obtained by the solicitor. A letter calling the Clerk to a disciplinary hearing would be sent following the extraordinary meeting of the Council to be held on 5 July. It was proposed by Cllr Marsh, seconded by Cllr Skudder and agreed Cllr Lambourne would conduct the hearing. The Council's solicitor would act as note taker.

**b Letter of Grievance**

The letter of grievance was a separate issue. Grievance was against the employer or a fellow employee. The Clerk's employer was the Council as a corporate body. A complaint against an individual councillor should be made to the local Standards Committee through the Monitoring Officer. The Council's solicitor was seeking more detailed information from the Clerk's adviser. It was proposed by Cllr Skudder, seconded by Cllr Lambourne and agreed Cllr Marsh conduct the grievance hearing. It was noted that he had been mentioned by the Clerk's adviser as an acceptable person to do this.

**c Release of Documents**

It was agreed the matter of the release of documents to enable the Council to carry out its business and statutory duties was now urgent.

The Chairman closed the meeting at 8 pm.

Signed .....Chairman

On the .....day of .....2011