

Allhallows Parish Council

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MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 16th JULY 2014 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD at 6:30 PM

Present:

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

P/2/2014/

1. Election of Personnel Committee Chairman
Cllr Mark Skudder proposed that Cllr Alan Marsh be elected as Personnel Committee Chairman. This was seconded by Cllr John Lambourne and agreed unanimously.
2. Apologies for absence.
There were no apologies.
3. To Receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.
There were no declarations.
4. To consider any dispensation requests for members with DPI's and OSI's in relation to the Personnel Committee agenda.
There were no requests.
5. To approve the minutes of the Personnel Committee meeting held on 26th March 2014
The minutes were approved. Proposed by Cllr Mark Skudder, seconded by Cllr Yvonne Forrest and agreed unanimously.
6. Matters Arising
There were no matters arising.
7. Action Point Update
The action point update was noted.
8. Date of next meeting
The next meeting is on 10th September 2014

CONFIDENTIAL SECTION

Cllr Alan Marsh proposed a motion 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 being transacted.

9. Parish Clerk vacancy

Vacancy filling arrangements were agreed following the notice of intention to retire from the current Parish Clerk. The vacancy is to be advertised in the "Village Voices" magazines, Kent Messenger newspaper and KALC and Allhallows Parish Council websites. The timetable includes applications to be returned by 3rd September 2014 with interviews being held during week commencing 15th September 2014.

10. Cross Park Cleaning

Following agreement at the 11th June Parish Council meeting and discussion at the Village Hall Committee meeting, it was confirmed that the Parish Clerk would formally notify the cleaner that due to the reduction in regular bookings, cleaning would be reduced to 2 hrs a week. This would take effect from 1st August 2014 and be reviewed if bookings increased. The Parish Clerk would discuss the revised cleaning schedule with the cleaner.

11. Relief Caretaker

The Parish Clerk confirmed that the relief Caretaker had taken up post in May 2014 and had received a full induction and protective clothing.

The meeting was closed at 19:32pm

Signed as a true record

(Chairman)

Cllr Alan Marsh

Date

10th September 2014

Action Point No.	Detail	Review	Cleared
2/2014/1	Parish Clerk to place vacancy notice in Village Voices, Kent Messenger, KALC and Parish Council websites	Vacancy notices placed	22/8/14
2/2014/2	Parish Clerk to write to the Cross Park Cleaner advising her of the changes	17 th July 2014	17/7/14