

MARTOCK PARISH COUNCIL

Martock Parish Council
The Market House
Church Street
Martock Somerset
TA12 6JL



Date of issue: 27th January 2023

TO: Councillor Joy Bailey – Personnel Committee Chair, Councillor Neil Bloomfield, Councillor Graham McDonald, Councillor Alison Warne, Councillor Ash Warne, Councillor Neil Williams, Councillor Sylvia Williams, Councillor John Hole – MPC Chairman (ex officio Committee Member)

NOTICE OF MEETING

YOU ARE HEREBY SUMMONED TO ATTEND a Meeting of the **Personnel Committee** of **MARTOCK PARISH COUNCIL** to be held on **Thursday 2nd February 2023** in the Parish Hall, Church Street, Martock at **9:30am** for the purpose of transacting the business set out in the agenda below.

Tracy Lamb

Tracy Lamb
RFO/Parish Clerk

Please contact the Parish Office (01935 822891) if you need further information on this agenda.

Members of the public are welcome to attend. The meeting may be recorded.



MARTOCK PARISH COUNCIL

Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

Personnel Committee

AGENDA

Thursday 2nd February 2023 at 9:30 am

1. Apologies for absence

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1))

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As items are expected to include the consideration of exempt information, the Personnel Committee is recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in agenda item 10, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information"

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4. Confirmation of minutes of previous meeting

To confirm and sign the minutes of the Personnel Committee meetings held on 4th October 2022, 11th October 2022 and 23rd November 2022 (LGA1972 sch12).

5. Interview Panel and Dates

To appoint an interview panel and agree dates to interview the successful applicants for the Operations Manager vacancy.

6. Contract Revision

To consider the revision of the Parish Hall Caretaker contract to include additional hours due to extra responsibilities (report to follow)

7. Motion from Cllr Helyer received on 22nd January 2023 - Proposal to Provide Administrative Assistance to MPC (as per attached report)

To receive and consider the proposal from Cllr Helyer that he provide administrative assistance with the SharePoint filing system

8. Overtime procedure

To consider and approve a procedure for agreeing any necessary overtime working arrangements.

9. Date of next meeting

To confirm the date of the next Personnel committee meeting

10. Staff in confidence

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (agenda Item 3 above refers)

- a. Operations Manager :To make a final decision on successful applicants to invite for interview
- b. To consider the revision of the litter pickers contract with regard to salary uplift due to City and Guilds Qualifications (report to follow)
- c. Staffing Issue : To receive an update regarding a staffing issue and consider and approve any next actions.