



Minutes of the Personnel Meeting held on 23rd November 2022 6pm at Martock Parish Hall

Present: Councillor Joy Bailey
Councillor Neil Bloomfield
Councillor Paul Helyer
Councillor Graham McDonald
Councillor Alison Warne
Councillor John Hole

278. Apologies for absence

Apologies received from Sally Scattergood (Parish Clerk)

279. Declarations of interest

No declare any interests declared

280. Public participation time

There were two members of the public present

281. Strategic Plan

Resolved to accept the strategic plan as advised by the Chairman of Council for further discussion at next Personnel meeting.

282. Confidential Session

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

283. Post of Operations Manager

To agree by recommend to Council to proceed with the recruitment of an Operations Manager as set out in the attached job description and person specification.

Resolved for Council to proceed with the recruitment as set out.

284. Update report on the designation of the Responsible Financial Officer

To receive an update on the offer agreed by Council to the RFO and consider the recommendations within the attached confidential report in order to make a recommendation to Council.

Resolved to take to full Council with the provision we go to SALC to take to NALC. If they agree it is lawful, we will go ahead with Option E.

285. Overtime settlement for the Clerk and Proper Officer

Due to the current staff shortages, to agree by resolution to pay the Clerk and Proper Officer overtime hours to cover the Council’s evening meetings.

Resolved to pay this overtime and in future time to be taken in lieu.

286. Probationary Review of an Employee

To consider matters relating to a current employee and consider any required action.

Resolved to recommend outcome to Full Council

287.. Contract Revisions

a. To consider the revision of the Parish Hall Caretaker contract to include additional hours due to extra responsibilities

b. To consider the revision of the litter pickers contract with regard to salary uplift due to City and Guilds Qualifications

Resolved that due to time constraints this will be taken forward to the next personnel meeting

Meeting finished: 19.58 pm

Approved (date):

Signed by the Chair: _____