

# **Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 15<sup>th</sup> June at 6.30pm, in The Manor Rooms, Trowse.**

Present

Cllrs Bowers, Long, Barnes, P. Greenizan and Kate Leggett (clerk)

## **021 (001) APOLOGIES**

None

## **022 (002) ELECTION OF COMMITTEE CHAIRPERSON**

Cllr Bowers explained her position in terms of being Personnel chair and chair of Full Council and thought it best if someone else took on the committee chair role. She asked if Cllr Barnes was willing to take on this role, which Cllr Barnes confirmed she was. **Cllr Bowers proposed Cllr Barnes, Cllr Greenizan seconded the motion, all in favour. Cllr Barnes took the chair.**

## **023 (003) DECLARATIONS OF INTEREST AND DISPENSATIONS**

None

## **024 (004) MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting held on the 11<sup>th</sup> May 2023 were **AGREED AND SIGNED.**

## **025 (005) MATTERS ARISING**

None for this meeting

## **026 (006) PUBLIC FORUM**

None for this meeting

## **027 (007) COMMUNICATIONS**

6.1 – A discussion took place about articles for the upcoming addition of the newsletter. There has been no further information from Highways with regards to the parking scheme, despite the clerk chasing more details.

Cllr Long suggested we do an article with councillor profiles to raise awareness in the village. This was agreed. Councillors to supply clerk with photo and short bio for this.

The clerk is also going to speak to Cllr Thomson about article suggestions.

## **028 (008) STAFFING AND MANAGEMENT ISSUES**

8.1 – To discuss and agree Grounds person interview recruitment process and timelines.

The Clerk and Cllr Bowers took members through the sifting criteria that they had come up with and these **questions were approved.**

Interviews will be held the week of 3<sup>rd</sup> July with panel being Cllr Barnes, Long and one other.

Hours will be offered at 5 per week (subject to seasonal change and/or workload reviews made by the council). The clerk will act as line manager for this role with direction for tasks coming from Open Spaces committee or Full Council. Individual Councillors are not permitted to designate tasks on an ad hoc basis.

The hourly gross pay rate was agreed and there will be an interim performance review and a year-end review.

## **029 (009) POLICY, RISK ASSESSMENT AND TIMELINES**

8.1 – To discuss and approve the Staff Development Policy circulated ahead of the meeting.

**Staff Development Policy document was discussed and it was resolved to approve.**

Sign:

Date:

**030 (010) DATE AND TIME OF NEXT MEETING.**

Thursday 17<sup>th</sup> July 2023 at 6.30pm in the Manor Rooms. Please note there is no July meeting due to staff annual leave.

**Meeting closed at 7.10pm**

| <b>Decisions</b>        | <b>Actions</b>        |
|-------------------------|-----------------------|
| Sickness absence policy | Clerk and Cllr Bowers |
| Teams                   | Cllr Bowers           |

DRAFT

Sign:

Date: