



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting held on **Monday**
10th of February 2020 at 7.30pm in
St John's Community Hall

Present Were: Cllr Terry Oliver (Chair)
Cllr David Trangmar
Cllr Viv Edwards
Cllr Ian Blunnie
Cllr David Milbank

Assistant Clerk: Lucinda Edwards

Members of the Public: None

Press: None

P007/20	PUBLIC SPEAKING
	No members of the public were present.
P008/20	APOLOGIES AND REASON FOR ABSENCE
	Apologies were received Cllr Knight and Cllr McGowan. This was NOTED by members.
P009/20	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	No declarations of interest were declared.
P010/20	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
	None.
P011/20	STAFFING STRATEGY
	The Clerk presented a report with proposals for future consideration of the appointment of a Projects Officer on a short term contract basis. It was AGREED to defer this proposal for a 6 month period in order to clarify roles and duties and put together a full proposal for consideration.

P012/20	RECRUITMENT
	<p>It was AGREED to commence the recruitment process for an Assistant Clerk on the basis of 18.5 hours a week.</p> <p>It was AGREED for the Clerk to circulate the job advert prior to placing the advert and the revised job description and person specification prior to responding to applications.</p> <p>It was AGREED to advertise the vacancy via the following media:</p> <ul style="list-style-type: none"> • on the website • on Facebook • the Parish noticeboards • SSALC vacancy website <p>An interview panel was AGREED, formed of the following members:</p> <ul style="list-style-type: none"> • Cllr Knight • Cllr Blunnie • the Clerk
P013/20	MATTERS RELATING TO PERSONNEL
	<p>Members AGREED to the Clerk working additional hours, as required, but not to exceed previous Clerk/Assistant Clerk total weekly hours.</p> <p>The Clerk advised members of previously booked 2020/2021 annual leave. Members APPROVED the leave.</p> <p>The Clerk requested to attend 3 Clerk training sessions:</p> <ul style="list-style-type: none"> • Year End Finance session (March) • SLCC Regional Training Seminar (June) • SLCC New Clerk Event (July) <p>Members APPROVED the training requests.</p>
P014/20	DATE OF NEXT MEETING
	<p>Personnel Committee – 2nd of March 2020</p> <p>Parish Council Meeting – 2nd of March 2020</p> <p>.</p>

The meeting closed at 8.37pm