



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **PERSONNEL COMMITTEE** meeting held on **Monday 2<sup>nd</sup>**  
of **March 2020** at **7.00pm** in  
**St John's Community Hall**

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

**Assistant Clerk:** Lucinda Edwards

**Members of the Public:** None

**Press:** None

<b>P015/20</b>	<b>PUBLIC SPEAKING</b>
	No members of the public were present.
<b>P016/20</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	An apology was received from Cllr McGowan.  This was <b>NOTED</b> by members.
<b>P017/20</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>
	No declarations of interest were declared.
<b>P018/20</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b>
	None.
<b>P019/20</b>	<b>HR SERVICES</b>
	Members were presented with 3 options for engaging with the services of HR Services Partnership. It was <b>AGREED</b> to opt for the 'pay as you go' option, when required, at a rate of £85 per hour.
<b>P020/20</b>	<b>ASSISTANT CLERK RECRUITMENT</b>

	It was <b>AGREED</b> for the interview panel to meet on 18 <sup>th</sup> March to discuss applications and arrange interviews as appropriate. Members reviewed and made the appropriate amendments to the Assistant Clerk contract. It was <b>AGREED</b> for the Clerk to circulate the revised contract to members prior to issue.
<b>P013/20</b>	<b>MATTERS RELATING TO PERSONNEL</b>
	Members <b>AGREED</b> to the carrying over of staff remaining annual leave to 2020/2021. Clerk to review the annual leave management process.
<b>P014/20</b>	<b>DATE OF NEXT MEETING</b>
	Parish Council - .Monday 6 <sup>th</sup> April 2020 Personnel Committee – Monday 21 <sup>st</sup> April 2020

**The meeting closed at 7.38pm**