



Loddon Parish Council

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Minutes of the Personnel Committee held on Wednesday 29 March 2023, 1.30pm in the Hollies Rear Hall.

Present: Cllr Kay Mason-Billig (KB), Cllr June Strickland (JS), Cllr Julie Appleby (JA).

In Attendance: Emily Curtis (Parish Clerk). No members of the public.

Absent: None.

1. Welcome, Meeting Protocol and Etiquette:

The Chairman of the Committee Cllr Margaret Wallace has resigned from the Council, therefore, Cllr JS as Vice-Chairman chaired the meeting. The Clerk confirmed that she did not wish to record the meeting. **Action:** Add to next agenda, election of Chairman.

2. Cllr Wallace's Resignation:

Thanks were given to ex-Cllr Margaret Wallace and thanks were also given to Cllr JA for joining the Committee.

3. Apologies for Absence:

Apologies were received and accepted from Cllr Colin Binfield (CB) as he was unable to attend as he was away from home.

4. Declarations of Interest and Requests for Dispensations: None.

5. Matters Arising: None.

6. Exclusion of Public and Press: It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

7. Staffing Matters

The Committee received an update regarding staffing matters. The Parish Warden has completed one year of employment and the Clerk has carried out the appraisal. The Clerk has completed three years of employment and an appraisal will be carried out by LPC's Chairman. **Action:** Clerk to book date.

8. HR Consultant

The Committee **resolved** to use the services of a HR Consultant to support the Council with specific HR matters. **Action:** Clerk.

9. Chet Neighbourhood Plan (NP) Project Officer Extension of Contract

It was **resolved** to extend the Chet NP Project Officer's Role for a further 12 months. **Action:** Clerk.

10. Review Requests to Carry Over Annual Leave

It was **resolved** to approve the requests to carry over annual leave.

Clerk – 30.8 hours

AAO – 5.6 hours

RFO – 14.1
PW – 4.8
NP Project Officer - 1
Action: Clerk.

11. Clerk's Contractual Hours

It was **resolved** to approve the request to increase the Clerk's weekly contracted hours to 26 hours per week, over 4 days, commencing 1 April 2023. **Action:** Clerk.

12. Future Agenda Items: None.

13. Next meeting date:

It was **resolved** to meet on Wednesday 26 April 2023 at 1.30pm in the Rear Hall of the Hollies.

The meeting ended at 14.50pm.