
Minutes of the Personnel Committee held on Wednesday 9 July 2024, 1.30pm in the Hollies Rear Hall.

Present: Cllr Julie Appleby (JA), Cllr Andy Woodman (AW), Cllr Mervyn Pointer (MP) and Cllr Colin Binfield (CB).

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

Absent: None.

1. Welcome, Meeting Protocol and Etiquette:

Cllr MP, Chairman of the Personnel Committee opened the meeting. The Clerk confirmed that she did not wish to record the meeting.

2. Apologies for Absence: None.

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

4. Minutes of Meeting held on the 14 May 2024: Minutes approved.

5. 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.

6. Matters Arising: None.

7. Responsible Financial Officer

The RFO has received her 4-week handover with the Locum RFO and the Locum RFO has offered to advise the RFO as and when required, free of charge.

The Personnel Committee expressed their gratitude to the Locum RFO for all her assistance.

The RFO will attend a Clerk induction course with NPTS.

Full training with Rialtas has been booked for the 30 July 2024.

The Clerk will complete the RFO's induction.

Cllr MP also reminded the Clerk that the Cllrs are on hand to assist with the RFO's induction.

8. Staff Contracted Hours

The Committee reviewed the staff's hours.

The RFO/Clerk will confirm when the RFO's contracted 16 hours will be worked, but it is likely to be 9.15am – 2.30pm Monday, Wednesday and Thursday.

The AAO (12 hours) works 9.00am – 1.00pm Tuesday, Wednesday and Thursday.

The Parish Warden (16 hours) works 9.00am – 1.00pm Tuesday, Wednesday and Thursday and 8.00am – 12.00pm on Fridays.

The Clerk (26 hours) works 8.30am – 4.00pm Tuesday, Wednesday, Thursday, primarily in the office.

The Neighbourhood Plan officer is on a zero hours contract. The project will complete shortly.

The committee considered the Clerk's request to temporarily reduce contracted hours to 21 in August 2024 and it was **resolved** to trial these contracted hours. **Action:** Clerk.

9. Staff 1-2-1's

It was **resolved** that staff 1-2-1's will continue on a quarterly basis with the Clerk. **Action:** Clerk.

The Clerk's 1-2-1's will be carried out by a member of the Personnel Committee. **Action:** Personnel Committee on rotation.

10. Future Agenda Items:

- Review of Clerk and RFO hours and roles
- RFO Probation Period decision.

11. Next meeting date: Tuesday 2 October 2024 at 1.30pm

The meeting ended at 14.15pm.