



Heybridge Parish Council

Minutes of the meeting of the **PERSONNEL COMMITTEE** of the **PARISH COUNCIL** held on **MONDAY 30th AUGUST 2016** in the Meeting Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

IN THE CHAIR: COUNCILLOR MICHAEL EDWARDS

Councillors: Richard Perry, Prof Lew Schnurr (substitute)
Officers: Laurie Wiebe – Clerk

The meeting commenced at 10.20am.

16/127 **Elect Chairman**
Members considered electing a Chairman of the Committee. Cllr Edwards was nominated.

It was **RESOLVED** that Cllr Edwards be elected Chairman of the Committee for the current municipal year.

16/128 **Apologies**
There were none. Cllr Perry apologised for tardiness.

It was noted that Cllr Prof Schnurr was attending the meeting as a substitute as Dr. Michael Blyth had resigned from the Council. Members will be appointing onto the Committee at the next full Council meeting.

16/129 **Minutes**
The minutes of the meeting of the Personnel Committee of the Parish Council held on 21st March 2016 were received.

It was **RESOLVED** that the Minutes of the meeting of the Personnel Committee of the Parish Council held on 21st March 2016 be approved and confirmed.

16/130 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda**

It was noted that Cllr Prof Schnurr may have an interest depending on the discussions. Cllr Prof Schnurr would declare the interest when appropriate.

16/131 **Clerk's Report**

Members received a report from the Clerk.

Members considered appointing a relief caretaker to start at lower SCP 6 immediately. It was noted that Mr. Powell would not be available to start training until the end of September 2016.

Members considered the Clerk registering for four on-line courses as part of Continuous Professional Development.

- a) Problem solving and finding the second right answer for \$105;
- b) The Ethical Clerk in the 21st century for \$105;
- c) Ethics: Personal and Business for \$52
- d) Effective and Strategic Communication: A critical component to professional success for \$105.

It was noted by Cllr Edwards that a staff meeting had to be called in July 2016. It was noted that the issues raised at the staff meeting had since been resolved. All staff had agreed to continue monthly staff meetings.

It was **RESOLVED** that:-

- i) Mr Tony Powell be appointed as Relief Caretaker at lower SCP 6;
- ii) The Clerk register for the on-line courses and claim for reimbursement following successful completion of the courses.

16/132 **Future meetings**

The next meeting of the Parish Council will be held on Thursday 15th September 2016.

The Chairman closed the meeting at 10:40am.

CHAIRMAN