



Heybridge Parish Council

Minutes of the meeting of the **PERSONNEL COMMITTEE** of the **PARISH COUNCIL** held on **THURSDAY 8th DECEMBER 2015** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

IN THE CHAIR: COUNCILLOR MICHAEL EDWARDS

Councillors: Dr. Michael Blyth Richard Perry
Officers: Laurie Wiebe – Clerk

The meeting commenced at 11.10am.

15/321 **Apologies for absence**

None.

15/322 **Minutes**

The minutes of the meeting of the Personnel Committee of the Parish Council held on 10th September 2015 were received.

It was **RESOLVED** that the Minutes of the meeting of the Personnel Committee of the Parish Council held on 10th September 2015 be approved and confirmed.

15/323 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda**

None.

15/324 **Clerk's Report**

Members received a report from the Clerk.

Members considered the job descriptions that have been completed by staff and considered any issues that may have been raised. It was noted that the Committee were very grateful to all staff and that the team were working well together.

Members considered increasing the Admin Assistant's hours to 4 mornings a week beginning in January 2016.

Members considered the Admin Assistant registering for the Introduction to Local Council Administration (ILCA) course.

Members considered the Clerk and Admin Assistant attend the SLCC Regional Conference on 3rd February 2016 in Chatham, Kent for £69 + VAT per delegate + mileage.

Members considered the Clerk attend the SLCC Practitioners Conference on 25th to 26th February 2016 in Stratford-upon-Avon for £377 + VAT+mileage.

It was **RESOLVED** that:-

- i) Cllr Edwards would have a general discussion with all staff;
- ii) Admin Assistant hours be increased to 4 mornings per week starting in January 2016;
- iii) Admin Assistant register for the ILCA course;
- iv) The Clerk and Admin Assistant attend the SLCC Regional Conference on the 3rd February 2016;
- v) The Clerk attend the SLCC Practitioners Conference on the 25th to 26th February 2016.

15/325 Future meetings

The next meeting of the Parish Council will be held on Thursday 17th December 2015 at 7.00pm.

The Chairman closed the meeting at 12:15pm.

CHAIRMAN