

**WINTERBORNE ST MARTIN PARISH COUNCIL**

Minutes of the meeting of the Personnel Committee held on Monday 10 December 2018, 19:30 in the Reading Room.

Present: Cllr M Usherwood, Cllr A Bennett, Cllr D Wiltshire

**Minutes**

- PC/18/01        There were no apologies.
- PC/18/02        It was proposed by Cllr Wiltshire and seconded by Cllr Bennett that Cllr Usherwood be elected as Chairman of the Personnel Committee. **Resolved** unanimously.
- PC/18/03        The Terms of Reference for the Personnel Committee were presented and discussed. It was proposed by Cllr Bennett and seconded by Cllr Usherwood that the Terms of Reference for the Personnel Committee be recommended to the Full Council for formal Adoption. **Resolved** unanimously.
- PC/18/04        Public Bodies (Admission to Meetings) Act 1960. It was proposed by Cllr Wiltshire and seconded by Cllr Bennett 'That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and press be excluded from this meeting during their discussion'. **Resolved** unanimously.
- PC/18/05        A draft Job Description for the role of Clerk to the Council was discussed and minor updates agreed.
- A draft Contract of Employment for the role of Clerk to the Council was discussed based on the Model version published by the National Association of Local Councils and the Society of Local Council Clerks. The model version was agreed in its format.
- A draft Staff Appraisal Form was discussed and minor amendments agreed.
- It was proposed by Cllr Usherwood and seconded by Cllr Bennet that the documents as discussed be adopted by the Council for all employees including the current Clerk to the Council. **Resolved** unanimously.
- PC/18/06        It was proposed by Cllr Usherwood and seconded by Cllr Bennet that a meeting be held with the Clerk to the Council to introduce the documentation and arrange an appraisal as soon as possible. **Resolved** unanimously.

The meeting was formally closed at 20:30.

Chairman..... Date.....