

NAZEING PARISH COUNCIL

Minutes of the Personnel Committee Meeting held on Thursday 6th January 2022 at 7:15pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.

Members present: Cllr Carter.

Also present: Lorraine Ellis (Clerk) and no members of the Public.

1. Welcome and Introductions:

Cllr Carter opened the meeting.

2. Apologies for absence:

Cllrs Benton, Clarkson and Stock.

As the meeting was inquorate, no business was transacted and the meeting was closed.

The following items on the Agenda were accordingly not considered and were postponed to a future meeting.

3. Declarations of Interest: To note and record any declarations made.

4. Approval and signing of minutes: To approve the minutes of the Personnel Committee meeting held on 23rd April 2021.

5. Policies:

To discuss the list of relevant policies required with regard to Personnel matters.

6. Exclusion of public and press. To exclude public and press if necessary.

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

7. Bank Holiday entitlement for Assistant Clerk:

To discuss and consider the Bank Holiday entitlement for the position of Assistant Clerk.

8. Clerks Workload and Additional Hours:

To discuss Clerks workload. To review additional hours being worked by the Clerk, following appointment & training of new staff member and make recommendations to the Full Council.

9. Recording of Staff Annual Leave Entitlement:

To discuss and consider how staff annual leave is recorded.

10. Date of next Personnel Committee meeting. TBA.

Meeting closed 7:20pm.

Signed by the Chairman:

Date: