

All minutes are draft until ratified by the Committee at the next meeting

Marchwood Parish Council

Minutes of the Personnel Committee held at Marchwood Village Hall on Monday 20 March 2022 commencing at 7.30pm.

Present: Councillors: J Case (Chairman), D Hindle, P Mballa and R Young.

In attendance: T Dudley, Parish Clerk.

Apologies

23/001 – Apologies for absence was received from Cllr G Wright (work commitment).

Resolved – to accept apologies for absence from Cllr Wright.

Declarations of Interest

23/002 – There were no declarations of interest for this meeting.

Public Participation

23/003 – No members of the public attended for this item.

Minutes

23/004 - RESOLVED – To accept the minutes of the Parish Council meeting held on Monday 28 February 2022 as a true and accurate record and duly signed by the Chairman.

Members agreed that the organisational structure would be reviewed and that the Clerk was to find the best way forward for this and report back to the Committee.

Exempt Business

23/005 – RESOLVED to exclude the press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following agenda item being considered involved the disclosure of confidential information.

Amendment/rewording to staff handbook.

23/006 - Resolved to amend the wording page 31, third paragraph of the staff handbook 'you will be subject to disciplinary action be amended to read 'you may be subject to disciplinary action'.

Resolved – Incremental pay awards were agreed.

Resolved – the Responsible Finance Officer's employment contract be varied to allow for an additional hour per week from 10 hours to 11 hours effective from 1 April 2023.

The Seasonal Sports Pavilion Caretaker's rate of pay was noted.

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Resolved – In recognition of 30 years Long Service reward the Groundman Supervisor will receive a gift voucher.

The sickness report was noted.

23/007 Close of meeting

The meeting closed at 8.49pm. Date of the next meeting was to be confirmed.