



Pinchbeck Parish Council

Personnel Committee

Minutes of meeting held 20:10hrs, Monday, 09 September 2024, at The Hub, 48 Knight Street, Pinchbeck, PE11 3RU.

Present: Cllr Sam Jeffery, Cllr Ann Savage (chair), Cllr John Smith, Mr Robert Smith (clerk).

Absent: Cllr James Avery, Cllr Audrey Gregory, Cllr Geoff Garner,

Under the Personnel Committee's terms of reference, the meeting was opened in closed session due to reasons of confidentiality, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

- 24.14. Apologies for absence were received from Cllr Avery and Cllr Garner,
- 24.15. There were no declarations of disclosable interest nor requests for dispensation.
- 24.16. It was **resolved** to approve the minutes of the previous meeting held 23 July 2024.
- 24.17. New position – assistant to the clerk.
01. The clerk reported that the advert for the assistant to the clerk had been published on the Parish Council's website and noticeboards, the LALC website, and Cllr Smith had published on Facebook. The closing date for applications was 30 September 2024. People expressing an interest were to be sent an application form.
02. It was **resolved** that Cllr Savage, Cllr Smith, and Mr Smith would form the interview panel.
03. Subject to responses to the advert, an appointment working party for which all committee members would be invited would meet 7pm, 30 September 2024 to consider a short list of candidates.
04. Consideration for bringing forward the closing date for applications was to be considered nearer the time.
- 24.18. The clerk reported on the appointment of Croner Group Limited who were providing HR and Health & Safety consultancy support for a period of 60 months. Initial remote HR meetings had been held and a H&S and Fire Safety report had been undertaken. Action points were being addressed.
- 24.19. The clerk reported on staffing and administration matters and the committee **resolved** appropriately.
- 24.20. It was **resolved** that subject to his agreement, Mr David Savage could kindly assist the clerk as a volunteer helping to digitise cemetery records.
- 24.21. The next meeting was to be arranged by the chair as required.

The chair closed the meeting at 20:50hrs.