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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD: **2 February 2021, 9.30am** **Online meeting via Zoom**

Present: Cllrs J Winter (Chair) P Poston P Jeater D Sankey
Also present: A Wood
Parish Clerk and RFO
Absent: R Lee C Russell

PC21/001 Apologies for absence- for noting not approval

Apologies were received from Cllr Lee.

PC21/002 Announcements and Declarations of Interest

None were presented.

PC21/003 To approve the minutes from the last Meeting held on 10 September 2020

The minutes were approved but could not be signed by Cllr Winter due to social distancing measures.

PC21/004 Public Participation Session

No members of the public were present.

PC21/005 Matters arising for Report/Information Exchange (not for resolution)

- Cllr Winter asked for an update on the Operations Manual. The Clerk advised it was completed and a physical copy was located in the office.
- Cllr Sankey asked for an update on the appraisals. The Clerk advised that they had taken place but that the physical forms had not been signed yet. Action points taken from the appraisal meetings had in the main commenced subject to current restrictions.

PC21/006 Covid-19 guidance

The Clerk presented the updated Covid-19 risk assessment for the office. The return to the office of certain staff members was noted.

Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

PC21/007 Project Manager contract

The commencement of the Caretaker's project management contract following previous committee agreement was RESOLVED.

Proposed: Cllr Winter

Unanimously agreed

PC21/008 Development of the Clerking Sector

The Clerk advised that she had been asked to run a training session for the EALC and that she wanted the approval of the committee before confirming with the EALC. Approval was unanimously given.

PC21/009 Items for inclusion in the Next Agenda (not requiring resolution or action)

There were no additional suggested items for the agenda

PC21/010 Chairman to close the meeting

Close of meeting: 10.10am

Date of next meeting: 6th April at 9.30am Venue: online via Zoom