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## PERSONNEL COMMITTEE

**MINUTES OF MEETING HELD: 10 Sept 2020, 9.15am**  
**Online meeting via Zoom**

**Present:** Cllrs P Jeater P Poston C Russell D Sankey  
(9.30am)

**Also present:** J Winter R Lee  
A Wood  
Parish Clerk and RFO

**Absent:**

**PC20/030 Apologies for absence- for noting not approval**  
All present.

**PC20/031 Announcements and Declarations of Interest**  
None were presented.

**PC20/032 To approve the minutes from the last Meeting held on 23 June 2020**  
The minutes were approved but could not be signed by Cllr Winter due to social distancing measures. It was noted that the planned meeting on the 28 July did not take place.

**PC20/033 Public Participation Session**  
No members of the public were present.

**PC20/034 Matters arising for Report/Information Exchange (not for resolution)**

- Cllr Sankey asked for an update on the Operations Manual. The Clerk advised it was complete except for procedures relating to the cemetery. It was agreed that the Parish Caretaker work with the Assistant Clerk and Cllr Lee on this matter they are back from annual leave.

**PC20/035 Covid-19 guidance**  
The Clerk advised that all staff are back in the office and following Covid processes including sneeze guards, hand sanitising and social distancing. Cllr Poston asked about the ability in the office for private meetings. The Clerk advised at this time that there was no connectivity in Suite 3 but this was planned for the future.  
*Cllr Russell arrived at 9.30am*

**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**

**PC20/036 To consider the Local Government 2020-21 National Salary Award**  
*Cllr Poston left the meeting 9.36 – 9.38am*  
A review of the new salary award was reviewed and the new wage calculations for the council were presented. The proposed salary increases which reflected the Nation Salary Award were agreed.

**Proposed: Cllr Winter**  
**Unanimously agreed**

**PC20/037 Action Plan**

It was noted that the new role that Mr Wright would be starting, in addition to the Communications Officer roles would allow for the action plan to be suitably staffed.

**PC20/038 Training and development of staff and appraisal setting for the year**

The Clerk provided an update on training that staff and councillors are booked in on and acknowledged that the appraisals for this year are due and will be set up shortly.

**PC20/039 Items for inclusion in the Next Agenda (not requiring resolution or action)**

There were no additional suggested items for the agenda

**PC20/040 Chairman to close the meeting**

**Close of meeting: 10.07am**

**Date of next meeting: 6 October 2020 at 9.30am** Venue: online via Zoom