



Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Monday 18th March 2024 at 3.30pm

Attendees:

Balderton Parish Councillors: Jane Buxton, Martyn Cox, Mandie Elson (Chair), Roy Fairbairn, Jean Hall, and Joy Sellars, *Cliff Moore*.

Staff: Marion Fox Goddard (Parish Clerk)

10. Apologies for absence – None

11. Declarations of interest – None

12. Approval of the Personnel Committee minutes for January 12th, 2024

The minutes were unanimously approved as an accurate record and Councillor Elson duly signed them.

13. Resolution to close the meeting to the public

14. Worknest update

The clerk updated the committee – Worknest is being used as and when advice is needed. An introductory meeting has been held to begin ensuring we have up to date policies and paperwork in place and a meeting is due to take place to set up online access to training. Two councillors will be able to access this – it was agreed that Cllrs Elson and Moore will be added to start with, but this can be transferred to other members of the personnel committee to ensure that we maximise members' access to Human Resources training available.

15. Staff sickness

A summary of sickness data was provided to members.

16. Staff cover

The clerk updated the committee on cover that she has been looking to organise to help with year end and accounts. The committee agreed to make the following recommendations to Full Council:

- find suitably qualified assistance if possible
- temporarily increase the Administration Assistant's hours by up to 5 hours per week from April 1st.

The clerk left the meeting before item 17 was considered.

17. Clerk's 13 overtime and holiday entitlement

The committee agreed to make a recommendation to Full Council about this.

Meeting closed at 4.35pm

Mandie Elson 20/5/24