



# Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Monday 24<sup>th</sup> June 2024 at 4pm

## Attendees:

**Balderton Parish Councillors:** Jane Buxton, Karen Callingham, Martyn Cox, Mandie Elson (left after item 34), Councillor Moore (arrived during item 39) and Joy Sellars.

**Staff:** Marion Fox Goddard (Parish Clerk)

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**32. Apologies for absence** – Cllr Hall.

**33. Declarations of interest** – None.

**34. Election of Chair and Vice Chair for this committee**

Cllr Cox was elected as Chair. The decision on Vice Chair was deferred until Cllr Moore arrived - between items 39 and 40 when Cllr Moore was elected as Vice Chair.

**35. Approval of the Personnel Committee minutes for May 20<sup>th</sup>, 2024**

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

**36. Consideration of the draft Guidelines for public participation in parish council meetings.**

It was unanimously agreed to recommend adopting the guidelines to Full Council.

**37. Consideration of the draft Financial Regulations**

Clarification is still required on certain aspects of the new regulations. These will be brought to Full Council in July or September depending on progress with dual authorisation with Lloyds online banking and the updates from NALC<sup>1</sup>.

**38. Resolution to close the meeting to the public**

The meeting was closed due to consideration of staffing matters.

**39. Draft Contracts provided by Worknest**

The committee scrutinised the contracts, updated the sections where there were options to choose from (to make applicable to our council) and agreed to recommend use of the contracts for future employees to Full Council.

**40. Draft Handbook provided by Worknest**

The committee scrutinised the handbook, updated the sections where there were options to choose from (to make applicable to our council) and agreed to recommend to Full Council the introduction of the handbook going forward.

**41. Complaints**

The policy was discussed, and a plan of action was agreed taking into council's vexatious complaints policy.

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<sup>1</sup> National Association of Local Councils

  
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**42. Update regarding an issue raised by a member of staff**

The committee agreed how to proceed.

**43. Staff sickness and temporary assistance**

A summary of sickness data was provided to members and the committee agreed to recommend to full council recruiting a temporary clerical assistant (3 months).

**44. Health and Safety Policy**

The committee agreed to recommend the draft policy to Full Council.

**45. Staff meeting**

The attendees were agreed – Availability to be given to the clerk as soon as possible so a date can be set.

**46. Staff Overtime**

The committee agreed to make a recommendation to Full Council.

Meeting closed at 7.30pm