



Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Monday 9th September 2024 at 3pm

Attendees:

Balderton Parish Councillors: Jane Buxton, Karen Callingham, Martyn Cox, Mandie Elson and Joy Sellars.

Staff: Marion Fox Goddard (Parish Clerk)

47. Apologies for absence – Cllr Hall and Moore.

48. Declarations of interest – None.

49. Approval of the Personnel Committee minutes for June 24th, 2024

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

50. Resolution to close the meeting to the public

The meeting was closed due to consideration of staffing matters.

51. Clerk's Update

- a. Recruitment
 - i. Temporary Clerical Assistant – appointed in July.
 - ii. Attendant – appointed at the beginning of August.
- b. Staff handbook – update noted by members.
- c. Staff overtime – update noted by members.

52. Staff sickness

An update on sickness data was provided to members and noted.

53. Changing room management

The committee noted the suggestion, and the clerk was asked to proceed with moving this forward.

54. Appraisals

The Clerk's appraisal will be conducted this month.

55. Personnel issues

The committee agreed to make recommendations to Full Council.

(During this item it was resolved to extend the meeting beyond the 3-hour maximum required by Standing Orders to conduct all the business on the agenda).

Meeting closed at 7.15pm