



Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Monday 20th May 2024 at 7.30pm

Attendees:

Balderton Parish Councillors: Jane Buxton, Mandie Elson (Chair), Roy Fairbairn, Jean Hall, and Joy Sellars. Cllr Callingham observed the meeting until item 24.

Staff: Marion Fox Goddard (Parish Clerk), Member of staff (items 23 -25, left part way through 25)

18. Apologies for absence – Cllr Cox.

19. Declarations of interest – Cllr Hall – District Councillor.

20. Approval of the Personnel Committee minutes for March 18th, 2024

Cllr Moore's name had been missed off the attendees. Her name was added and other than this, the minutes were unanimously approved as an accurate record and Councillor Elson duly signed them.

21. Consideration of the draft Tree Policy

It was unanimously agreed to recommend adopting this policy to Full Council with the expansion of point 15 to detail the efforts being made to shred and reuse the arisings from tree work in an environmentally friendly way – chipping, shredding, reuse for wildlife habitat.

22. Consideration of the draft Financial Regulations

The new regulations (which had been published at the beginning of May) with suggested amendments to reflect Balderton Parish Council's financial management were considered by the committee. The Clerk explained that there a couple of queries that have been raised by councils with the National Association of Local Council's that we are still awaiting feedback on and that we are in the process of moving to dual signatories on the council's main current account. Once this has been tested the updated regulations can go to Full Council. The committee unanimously agreed to recommend the new regulations to Full Council subject to clarification of the two items the Clerk had detailed.

23. Update on Health and Safety Management

The Clerk gave a verbal update on Health and Safety management. Work is underway with the council's health and safety advisor to update the Health and Safety Policy and consolidate the risk assessments to ensure that they are meeting Health and Safety requirements and our working practices.

24. Resolution to close the meeting to the public

The meeting was closed due to consideration of staffing matters.

25. Consideration of an issue raised by a member of staff

The issue was discussed, and a plan of action was unanimously agreed.

26. Consideration of Worknest draft contracts – item deferred to a future meeting.

27. Consideration of Worknest staff handbook – item deferred to a future meeting.

28. Staff sickness

A summary of sickness data was provided to members and the Clerk was asked to seek advice on one issue.

29. Payroll review - item deferred to a future meeting.

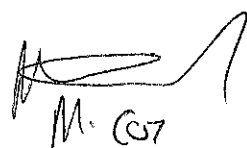
30. Scope of work for a locum

The Clerk updated the committee on what work we could seek assistance with. The Clerk will consult with NALC/SLCC to see if any local locums could help with planning committee meetings and if any other local council staff could provide temporary assistance.

31. Consideration of securing of Heron Way Carpark

The committee agreed to consider arrangements at later date.

Meeting closed at 9.45pm


M. G. 7 24/6/20