



Dear Councillors Buxton, Callingham, Cox, Elson, Hall, Moore and Sellars

You are summoned to attend the next meeting of the **Personnel and Policy Committee** to be held on **Monday 20th January 2025, commencing at 3pm**. This meeting will be held in the small hall of Balderton Village Centre.

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings.

Marion Fox Goddard, Balderton Parish Clerk, Tuesday 14th January 2025

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest
3. To approve the minutes for the last Personnel and Policy Committee meeting held on September 9th, 2024.
4. To resolve to close the meeting for discussion of exempt items 5-6 (Personnel)
5. To receive an update on staff sickness
6. To receive an update on personnel and consider what recommendations to make to Full Council regarding recruitment.

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)

1. **Apologies for absence** – Cllr Hall and Moore.
2. **Declarations of interest** – None.
3. **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.
4. **Resolution to close the meeting to the public**
The meeting was closed due to consideration of staffing matters.
5. **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.
6. **Staff sickness**
An update on sickness data was provided to members and noted.
7. **Changing room management**
The committee noted the suggestion, and the clerk was asked to proceed with moving this forward.
8. **Appraisals**
The Clerk's appraisal will be conducted this month.
9. **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