

## **EARNLEY PARISH COUNCIL**

### **MINUTES OF EARNLEY PARISH COUNCIL EMPLOYMENT COMMITTEE HELD ON THURSDAY 20<sup>th</sup> DECEMBER 2012**

**PRESENT:** Cllrs. Bob Norris, Sandy Simpson, Keith Martin and Colin Field.

**In attendance:** Louise Chater (Clerk).

#### **01.12 PUBLIC QUESTION TIME**

There were no members of public present.

#### **02.12 ELECTION OF CHAIRMAN**

On a proposal by Cllr. Norris, it was RESOLVED that Sandy Simpson be elected Chairman. The acceptance of office was duly signed.

#### **03.12 APOLOGIES AND REASONS FOR ABSENCE**

None.

#### **04.12 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda - none
2. Dispensation requests – none

#### **05.12 CLERK'S ANNUAL APPRAISAL**

1. Update of appraisal carried out by Cllr. Field – Cllr. Field provided the meeting with confidential feedback following the Clerk's appraisal.
2. Targets set for 2013:
  - to work closely with Councillors to construct an innovative and informative programme for the 2013 Annual Meeting with the parish as a means to further enhance the Council's efforts to develop a closer relationship with the people of Earnley.
  - to improve communication by
    - i. working towards streamlining the processing of minutes to enable earlier availability to Councillors and access of the draft form to the public.
    - ii. to circulate electronically to Councillors important correspondence in preference to hard copy in the Correspondence Folder; the Clerk to decide which items were suitable for electronic distribution and which for hard copy circulation.
  - to develop and enhance the content and features of the new Parish web-site in conjunction with the site designer.

#### **06.12 CLERKS CONDITION OF EMPLOYMENT**

*In view of the content of the meeting it was agreed that the Clerk should withdraw and minutes were taken by the Chairman.*

1. Hours of work – following discussion it was agreed that the Clerk’s hours should be increased to 10 hours a week, accepting that seasonal variations would occur in the exact number of hours worked in any month.
2. Salary scale – following discussion the meeting agreed that the Clerk’s salary should be increased from Scale Point 18 to Scale Point 19.

**07.12 RECOMMENDATION TO FULL COUNCIL**

The meeting agreed to recommend that the Parish Council should review the contract with the Clerk to increase the contracted hours to 10 per week, at a salary increased from Scale Point 18 to Scale Point 19; it was considered that this should be implemented from 1<sup>st</sup> January 2013. Furthermore, in recognition of the commitment and the hours worked the Council should make a one off payment of £200.00.

Meeting closed 7.00pm

Signed \_\_\_\_\_ Chairman to Earnley Parish Council Employment Committee

Dated \_\_\_\_\_