

## EARNLEY PARISH COUNCIL

Minutes of Earnley Parish Council Employment Committee held on 20<sup>th</sup> April 2016

**PRESENT:** Cllrs. Sandy Simpson (Chairman), Robert Carey, Keith Martin and Chris Charter.

**In attendance:** Mrs Louise Chater (Clerk) and three members of the public.

### 01.16 PUBLIC QUESTION TIME

None.

### 02.16 APOLOGIES AND REASONS FOR ABSENCE

None.

### 03.16 CODE OF CONDUCT

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

From this point forward the Chairman resolved to close the meeting to the public due to the confidential nature of the business to be discussed.

Three members of the public left the meeting.

### 04.16 CLERK'S HALF YEAR APPRAISAL

1. Update on end of year appraisal carried out on 17<sup>th</sup> March - Cllr. Simpson reported that the Clerk had met or was in the process of meeting all the objectives for the year. It had been a busy year for the Council and in particular the work in connection with Earnley Concourse was phenomenal. Her flexibility, creativity and attention to detail are outstanding.
2. Targets set for 2016/17
  - To continue to raise the profile of the Parish Council and the attendance to the annual parish assembly.
  - Work with Councillors and Community to produce a Parish Plan and put it into action.
  - To maintain all current procedures.
  - Financial Reports, Budgets - to review in discussion, the format of budget and monthly reports.
  - To meet the councillor responsible for finance for quarterly review of accounts.
  - Earnley Fete.
  - Community Engagement with volunteers.

The Clerk left the room.

### 05.16 CLERKS CONDITION OF EMPLOYMENT

1. Review of salary scale following appraisal. On a proposal by the Chairman it was recommend to increase the salary scale to scale point 24 from 1<sup>st</sup> April 2016.
2. Robert agreed to review the extra hours worked in 2016

CLERK/  
RC

The Clerk returned and was advised of the meetings decision.

**06.16 RECOMMENDATION TO FULL COUNCIL**

On a proposal by the Chairman it was agreed to recommend to Full Council **CLERK** that with effect from the 1<sup>st</sup> April 2016 the Clerk's salary scale increases to scale point 24 for an average of 10 hours per week.

Signed \_\_\_\_\_ Chairman of Earnley Parish Council Planning Committee

Dated \_\_\_\_\_