

EARNLEY PARISH COUNCIL

MINUTES OF EARNLEY PARISH COUNCIL EMPLOYMENT COMMITTEE HELD ON THURSDAY 20th 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 1st 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 _____