

Minutes of Earnley Parish Council Employment Committee Held on 22nd June 2017

**PRESENT:** Cllrs. Sandy Simpson (Chairman), John Stant and Chris Charter,

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

**07.16 PUBLIC QUESTION TIME**

None.

**08.16 APOLOGIES AND REASONS FOR ABSENCE**

Cllr. Keith Martin - A27 Meeting

Cllr. Robert Carey - A27 Meeting

**09.16 CODE OF CONDUCT**

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

**10.16 CLERKS CONDITION OF EMPLOYMENT**

1. Review of hours worked financial year ended 31 March 2017 -It was noted that the Clerk had worked an additional 11.30 hours in the previous financial year.
2. Review of end of year appraisal - the Chairman advised that the Clerk had meet all her objectives in full other than the ongoing objectives. The Chairman thanked the Clerk for her work supporting the council with the Fete and the community volunteer projects. It was noted that one on the objectives included consideration to be given to improving digital engagement; it was considered appropriate that within this review the councillors give consideration to the success of the digital circulation of the parish council newsletter.
3. Review of targets set for year ended 31 March 2018
  - 3.1 To Continue to raise the profile of the Parish Council and aim for 10% of residents' attendance to the annual parish assembly
  - 3.2 To maintain all current procedures, to meet with Cllr. responsible for finance quarterly to review accounts
  - 3.3 Earnley Fete - to assist with maintaining the enthusiasm for the event and increase the community engagement
  - 3.4 Community Volunteers - to assist with maintaining the enthusiasm for volunteering within the parish
  - 3.5 Volunteer Tasks - to identify further projects in conjunction with the volunteers and the council
  - 3.6 Parish Plan - to assist the Council with progressing the key objective identified by Council
  - 3.7 Quality Accreditation - consideration to be given by the council to applying for quality accreditation and if so what level
  - 3.8 Hours Review - to meet with Cllr. responsible for appraisal quarterly to review hours.

**AGENDA**

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4. Review of hours worked in conjunction with Earnley Fete - The

Chairman advised that Clerk had worked 43.30 hours in conjunction with the Fete. It was noted that the volunteers had been advised at the first meeting that any additional hours would come out of the income for the fete.

5. Review of Clerk's Pay scale - There was some discussion with regard to the Clerk's pay scale and it was considered appropriate to complete a job review prior to the end of the financial review.

**11.16 RECOMMENDATION TO FULL COUNCIL**

1. On a proposal by the Chairman it was RESOLVED to submit for approval and payment at the next full council meeting payment of the additional hours worked in year ended 31 March 2017.
2. On a proposal by the Chairman to was RESOLVED to submit for approval and payment at the next full council meeting payment of the hours worked in relation to Earnley Fete.
3. On a proposal by the Chairman it was RESOLVED to submit for approval a scale point increase to Scale Point 25 to be back dated to 1<sup>st</sup> April 2017.

Meeting closed 19.50

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

Dated \_\_\_\_\_