

**MINUTES OF THE  
MEETING OF THE PERSONNEL COMMITTEE  
HELD ON 27<sup>th</sup> SEPTEMBER 2023 AT 10.00 a.m.  
AT HARTLEY LIBRARY, ASH ROAD**

**Present:**

Cllr Larry Abraham  
Cllr Anne Oxtoby  
Cllr Brian Ramsay

**In attendance:**

Helen Boden – (*Clerk*)  
Cllr Laurence Glander  
Cllr Vincent Sewell

**1. Apologies for absence**

There were no apologies for absence.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes**

RESOLVED: That,

the minutes of the meeting of the Personnel Committee held on 28<sup>th</sup> June 2023, be approved and signed by the Chairman as a correct record.

**4. Staff**

The Committee had been requested to consider staffing arrangements for the Parish Office.

During the recent staff appraisal meetings, the main issue highlighted by the Clerk and Assistant Clerk was that the general volume of work/pressure has increased year on year.

Tasks in general are more time consuming due to changing/additional legislation/regulations, which both Clerks are concerned that they can't keep up with.

After some discussion, it was agreed that the Council should seek to employ an additional Member of staff for 16 hours per week,

RECOMMENDED: That,

(1) this Council seeks to employ an additional member of staff for 16 hours per week, on a 3 month fixed term contract, with opportunity to become permanent;

(2) the Salary Grade to be set at Local Government Grade LC1 (13-17)  
(£12.97 ph rising to £13.95 ph).

(3) the Clerk be requested to prepare a job description for an Assistant Clerk,  
for consideration by the Council.

**The meeting closed at 10.45a.m.**

Signed:.....

Date:.....

Chairman of the Personnel Committee

