

Wonersh Parish Council

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Minutes of the meeting of the **Personnel Committee** of the Council held on Thursday **09 January 2020 at 10.15 am at the Wonersh Sports Pavilion.**

Present: Councillors Mike Band, Rob Ellis (in the chair), Stephen Lavender and Anthony Shutes.

MINUTES

HR19/20 **To receive and approve apologies for absence.**

014 The council received and approved apologies from Councillor Weale and Lisa Davison.

HR19/20 **Wonersh Parish Code of Conduct.**

015 There were no declarations of disclosable interests.

HR19/20 **Open meeting for members of the public to raise matters about the Council's personnel issues.**

016 There were no members of the public present

HR19/20 **To receive progress reports about matters previously considered and approved by the Committee or the Council.**

017 The search for a bookkeeper is ongoing and the Clerk is reminded to actively advertise this.

Action: Clerk

The informal meetings between the clerk and Councillors were agreed to be a good thing, and a number of such meetings had already taken place. All councillors to be reminded to try and find a time to meet with the clerk.

Action: Councillors and clerk

HR19/20 **To receive and approve minutes of the Personnel Committee meeting held on 28 November 2019.**

018 These were received and approved.

HR19/20 **To approve the annual wage for the Clerk, to be included in 2020/21 precept.**

019 It was agreed that a 5% pay rise would be in order, slightly greater than originally budgeted. This would be recommended in light of great work being done by Clerk and increased workload / responsibilities.

Action: Clerk to review budget to allow for this.

HR19/20 **To note completion of the Council's actions to comply with the Pensions Regulator.**

020 It was noted that Councillor Weale had informed the Clerk in writing of the option for a pension from the Council. The Clerk would inform the pensions regulator that this action had been complete.

HR19/20 **To agree the contract arrangements and hourly rate for the cleaning of Garden Close Community Room and recommend these to Council.**

021 The committee recommends to Council that the cleaner, selected at interview, be contracted on a self employed basis, at a rate of £12, in accordance with the

conditions of the draft contract.

**HR19/20
010** **Members' business and other correspondence for noting and including on a future agenda.**

There were no items to note.

**HR19/20
012** **To consider and approve the date of the next meeting of the Committee.**

The next meeting will be scheduled for June.

**HR19/20
013** **To consider and approve that the official record of this meeting be presented at the next meeting of the Council on 13 February 2020 for approval.**

This was agreed.