

<p style="text-align: center;">ALBRIGHTON PARISH COUNCIL MINUTES OF MEETING OF PERSONNEL COMMITTEE 22nd June 2016 at 3.00 pm in the council meeting room</p>
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Minutes of the meeting of the Albrighton Parish Council's personnel committee held on 22nd June at 3.00 pm in the council meeting room.

PRESENT: Cllrs. P Harrison, P Illes, S Kirkland, S Pledger.

In attendance: M Ward, Clerk to Albrighton Parish Council.

1. Election of Chairman of the Albrighton Parish Council Personnel Committee

Cllr. Harrison proposed that Cllr. Pledger should be chair of the Personnel Committee which was seconded by Cllr. Kirkland and unanimously agreed by the committee.

2. Apologies

There were no apologies for absence.

3. Minutes of the previous meeting:

- **Minutes of the meeting held on 11th May 2016.**

Cllr. Illes proposed that the minutes were a true and accurate record which was seconded by Cllr. Harrison and agreed by the committee with 1 abstention.

4. Matters arising.

The clerk confirmed that high visibility summer jackets had been bought for the Flyer drivers and handed over to them.

5. To further consider the signing of the Admin Assistant's contract and to discuss the issue of holiday entitlement.

The clerk outlined the difficulty of securing agreement with regard to the bank holiday entitlement for the Admin Assistant and it was suggested that the council should seek advice from Shropshire HR if they would offer guidance when there was no contract between the council and the Human Resources department. Members were agreed that if some kind of ruling could be obtained it should be followed by the council and applied to all part time staff.

6. Any personnel issues relating to the Flyer drivers.

There was some concern that one of the drivers was parking the Flyer on the footpath at his home but Cllr. Illes urged the committee not to provoke a dispute over such a minor matter. It was agreed that the clerk would write to both drivers reminding them that the phone and the diary should be kept in the vehicle and that high visibility jackets should be worn at all times when they were at work.

7. To consider the vacancy caused by the resignation of the library assistant Mrs S Roberts.

The clerk informed members that the vacancy for a library assistant had been advertised and the deadline was midnight on Monday 27th June. He would then inform members of the library committee how many applicants there were and they would organise a small interviewing panel to include the head librarian. The clerk would inform selected candidates when they would be required for interview.

8. Any other business.

There was no other business.

9. Date and time of future meeting.

Members agreed that the next meeting of the library committee would take place on Wednesday 28th September 2016 at 4.00 pm in the council meeting room.

There being no further business the meeting closed at 3.43 pm.

Signed.....Date.....
Chairman.