

# Albrighton Parish Council



## Albrighton Parish Council

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## Minutes of the Personnel Committee of Albrighton Parish Council held on **Monday 23<sup>rd</sup> August 2021 at 5.30pm** at **Library Meeting Room**, Albrighton Parish Council Office & Library, Station Road, Albrighton. WV7 3QH

Present:

Councillors: Illes, Lumby, Robinson and B Watson

Staff: C Turner (Locum Clerk)

There were no (0) members of the public present at the meeting.

**A quorum was present when decisions were made. Names present must be recorded.**

<b>PCM21 / 012</b>	<b>Welcome</b> Those present were welcomed by the Chairman of the Personnel Committee.
<b>PCM21 / 013</b>	<b>Apologies for Absence</b> Proposed by Councillor Robinson, Seconded by Council Lumby Unanimously agreed by all Councillors  <b>RESOLVED</b> that the committee agree and accept the apologies for absence including the reason for absence for the following Councillors:  Beechey
<b>PCM21 / 014</b>	<b>Code of Conduct</b> <u>Disclosable Pecuniary and other Interests</u> The Chairman of the Personnel Committee reminded Councillors of their obligation to declare their pecuniary and other interests in matters to be discussed at the meeting, which is not included in the register of interest held at the Parish Offices.  None were declared.
<b>PCM21 / 015</b>	<b>Terms of Reference for Personnel Committee</b> This item was deferred from the last Personnel Committee and the Committee discussed the terms of reference.

	<p>The Committee discussed the requirement for the change of the wording on page 2. The Clerk to complete this and refer back to the next Council meeting.</p> <p>The Committee discussed the requirement for a review of the Complaints procedure and the Grievance Procedure by the Committee and asked for the Locum Clerk to circulate these and put this item on the next committee meeting agenda.</p>
<b>PCM21 / 016</b>	<p><b>Exclusion of Press and Public</b> To resolve: That under Section 100(a) Local government Act 1972, the press and public to be excluded from the remainder of the meeting for the following items of business on the grounds they involved the likely disclosure of exempt information as defined in the Acts.</p>
<b>PCM21 / 017</b>	<p><b>Minutes</b> The Committee received, reviewed and asked for the minutes of the meeting held on the 22<sup>nd</sup> July 2021 be included on the agenda for the next Personnel Committee Meeting.</p> <p>Proposed by Councillor Lumby, Seconded by Councillor Robinson Unanimously agreed by all Councillors <b>RESOLVED</b> that the Committee agree for the minutes of the meeting held on the 22<sup>nd</sup> July 2021 be included on the agenda for the next Personnel Committee Meeting.</p>
<b>PCM21 / 018</b>	<p><b>Update from the Finance Committee</b> The Committee received, reviewed and debated the recommendation from the Finance Committee. The Committee asked the Locum Clerk to provide further information including options for consideration at the next Personnel Committee.</p> <p>Proposed by Councillor Lumby, Seconded by Councillor Illes Unanimously agreed by all Councillors <b>RESOLVED</b> that the Committee agree for the Locum Clerk to provide further information including options for consideration at the next Personnel Committee.</p>
<b>PCM21 / 019</b>	<p><b>Staffing Update</b> The Committee received, reviewed and debated the report provided by the Locum Clerk on the Staffing Update; this report was tabled at the meeting.</p> <p>The Committee were given the opportunity to ask the Locum Clerk questions regarding the report provided - staffing Update.</p>
<b>PCM21 / 020</b>	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>- Full Council Meeting - Thursday 2<sup>nd</sup> September 2021 at 7.00pm</li> <li>- Personnel Committee - Monday 27<sup>th</sup> September 2021 at 5.30pm</li> </ul>

**The meeting ended at 7.20pm**

**Signed:** .....  
**Chairman of the Committee**

**Date:** .....