

**PONTESBURY PARISH COUNCIL**  
**Meeting of Personnel/Human Resources Committee**  
**Held on Monday 19 October 2020 at The Pavilion, Pontesbury**

**PRESENT**

Cllr D Fletcher, Cllr S Lockwood, Cllr N Hignett

**IN ATTENDANCE:** None

**CLERK:** Debbie Marais

**No members of the public were present**

**PHR11.20            APOLOGIES FOR ABSENCE**

Cllr J Pritchard, Cllr A Hodges

**PHR12.20            DECLARATIONS OF INTEREST AND DISPENSATIONS – None**

**PHR13.20            MINUTES OF COUNCIL** - The minutes were submitted and circulated as read. It was proposed by Cllr N Hignett and seconded by Cllr S Lockwood and **RESOLVED that the minutes of the Council meeting held on 7<sup>th</sup> September 2020 be approved and signed as a correct record.**

**PHR14.20            REVIEW OF CLERK’S HOURS AND RESPONSIBILITIES**

Cllrs Fletcher and Lockwood fed back from the informal meeting that took place with Clerk and Cllr A Hodges to review the Clerk’s workload. Having discussed the workload it was felt that some additional support for the Clerk was necessary and that the workload was too much for a single member of staff plus there is a back log of legally required work as a result of the additional demands of The Pavilion and COVID. It was agreed that there is a short-term immediate need to support the Clerk to clear the back-log. In addition there is a longer term need to put in place additional staffing and this needs to be driven by any strategic plan for council activities, to be drawn up following the Councillor training in November. For the short term support the Clerk was asked to approach a couple of local experienced Clerk’s to see if they would be interested in some hours on a self-employed basis and a recommendation be put to full council at the 9<sup>th</sup> November 2020 meeting for additional staffing budget until April 2021. Once a strategic plan is adopted by full council then there would need to be a working group to look at future staffing levels and a further recommendation would be put to full council as part of the budget plans for 2021-22.

Meeting ended: 6.45pm

**Signed** .....  
**Chair**

**Date** .....