

PONTESBURY PARISH COUNCIL
Meeting of Personnel/Human Resources Committee
Held on Thursday 24 November 2022 at 6.35pm at The Pavilion

PRESENT

Cllr D Fletcher, Cllr M Trow, Cllr A Hodges

IN ATTENDANCE: None

CLERK: Debbie Marais

No members of the public were present

PHR 16.22 APOLOGIES FOR ABSENCE - Cllr N Hignett, Cllr J Pritchard

PHR 17.22 DECLARATIONS OF INTEREST AND DISPENSATIONS – None

PHR 18.22 PUBLIC QUESTIONS AND COMMENTS - None

PHR 19.22 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr Fletcher, seconded by Cllr Trow, all in favour and **RESOLVED that the minutes of the Council meeting held on 20th July 2022 be approved and signed as a correct record.**

PHR 20.22 PARISH COUNCIL STRATEGIC PLAN FOR 2021-24 The plan was discussed and amendments suggested, which will be recommended to Finance & General Purposes Committee at the meeting on 6th December 2022

PHR 21.22 TRAINING AND DEVELOPMENT POLICY – After a proposal by Cllr Trow and seconded by Cllr Hodges, all in favour it was **RESOLVED to APPROVE the policy as prepared by Clerk.**

PHR 22.22 EYE TEST PROTOCOL – this was deferred to a future meeting

PHR 23.22 EXCLUSION OF THE PUBLIC It was proposed by Cllr Trow and seconded by Cllr Hodges and **RESOLVED to APPROVE** exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).

PHR 24.22 REPORT BACK ON STAFF APPRAISALS AND RECOMMENDATIONS
– Cllrs Fletcher gave a verbal report that the appraisals had gone well and staff and councillors feel that a resilient staffing team is now in place. After a proposal by Cllr Fletcher, seconded by Cllr Hodges, all in favour it was **RESOLVED to APPROVE the following recommendations to Finance & General Purposes Committee at the meeting on 6th December 2022**

- i) Office space for parish council staff is required urgently.
- ii) £120 for Finance Officer to attend the SLCC Practitioner's Conference in February 2023.
- iii) The staff and councillor training budget be kept at £1000 for 2023-24
- iv) As far as possible where not legally bound, council meetings to be held on zoom. It was accepted that in some cases face to face meetings are more effective but in the main zoom meetings are just as effective , more cost efficient and environmentally friendly, and they reduce long days for staff

PHR 25.22 ANNUAL INCREMENT FOR ALL STAFF

After a proposal by Cllr Trow and seconded by Cllr Hodges it was **RESOLVED to APPROVE a recommendation to full council at the meeting on 12th December 2022 that all staff be given a 1 scp increment (as stated in staff contracts) to take effect from 1 April 2023.** It was agreed that given the recent and future rises in the cost of living and inflation, the annual increment of 1 salary scale point for all staff, be reviewed in November 2023, to ensure staff are supported and retained.

PHR 26.22 RECOMMENDATIONS FROM NEWSLETTER WORKING GROUP

The committee considered the written report and costings prepared by the Newsletter Working Group. After a proposal by Cllr Trow, seconded by Cllr Hodges, all in favour, it was **RESOLVED to APPROVE the following recommendations to Full Council at the meeting on 12th December 2022:**

- i) **The editorial of the newsletter be kept in-house to be completed by the Deputy Clerk**
- ii) **The Newsletter Working Group meet quarterly to plan changes to the newsletter in order to appeal to all age groups and sectors of the community**
- iii) **The newsletter continues to be produced for 11 months per year, noting the increase in printing costs. Any future price increases will be reviewed quarterly by the Newsletter Working Group**

Meeting ended: 7.45pm

Signed

Date

Chair