

**PONTESBURY PARISH COUNCIL**  
**Meeting of Personnel/Human Resources Council**  
**Held at Pontesbury Public Hall, Pontesbury**  
**At 6.30pm on Wednesday 5 February 2020**

**PRESENT**

Cllr D Fletcher, Cllr A Hodges and Cllr J Pritchard

**IN ATTENDANCE:** None

**CLERK:** Debbie Marais

**No members of the public were present**

**PHR22.19                    APOLOGIES FOR ABSENCE**

Cllr S Lockwood

**PHR23.19                    DECLARATIONS OF INTEREST AND DISPENSATIONS – None**

**PHR24.19                    MINUTES OF COUNCIL** - The minutes were submitted and circulated as read. It was proposed by Cllr J Pritchard and seconded by Cllr A Hodges and **RESOLVED that the minutes of the Council meeting held on 8 January 2020 be approved and signed as a correct record.**

**PHR25.19                    CLEANER/BUILDING ASSISTANT ROLE FOR THE PAVILION**

A timetable and actions for the formal process for the appointment of staff was discussed.

It was resolved to make the following recommendations to Full Council Meeting on 10 February 2020

Approval of delegated authority to Personnel Committee to:

- Shortlist candidates for Cleaner and Building Assistant
- Carry out interviews on Thursday 20 February
- To recommend appointment of successful candidates by Full Council at Extraordinary Meeting on 3 March 2020

**PHR26.19                    EXCLUSION OF THE PUBLIC**

It was proposed by Cllr J Pritchard and seconded by Cllr A 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).**

**PHR27.19                    FEBRUARY SALARY REVIEW FOR CLERK**

It was resolved to make the following recommendation to Full Council Meeting on 10 February 2020;

Approval of 2 salary scale point increases for Clerk (scp22 to scp 24) as agreed in January 2019 full council meeting ( this is the Clerk's contractual annual salary review each February and a scale point for Cilca qualification) with the understanding that the Cilca qualification will be completed by February 2021

**PHR28.19                    OUTSOURCING PAYROLL FOR PARISH COUNCIL EMPLOYEES –** it was agreed to make the following recommendation to full council at 10 February 2020 meeting;

Approval of delegated authority to Personnel Committee to investigate feasibility of outsourcing payroll procedures to an external company and to report back to Extraordinary Meeting on 3 March 2020.

**PHR29.19                    ANNUAL LEAVE FOR CLERK –** It was agreed to make the following recommendation to full council at 10 February 2020 meeting;

Approval for Clerk to carry over 79 hours of un-used annual leave in 2019, to be added to annual leave entitlement for 2020.

Meeting ended: 7.25pm

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

**Date .....**