



## COLWICH PARISH COUNCIL

### MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON THURSDAY 19<sup>TH</sup> OCTOBER 2023 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

**PRESENT** (For all or part of the meeting): Cllr Bloor (Chairman); Cllr Walters and Cllr Hardwick (deputising for Cllr Birt).

**IN ATTENDANCE:** Revd Mr Michael Lennon (Parish Clerk).

**PUBLIC PARTICIPATION:** No members of the public were present.

### MINUTES

**8/23EM** **APOLOGIES** were received from Cllr Birt (prior engagement) and Cllr Martin (Dispensation).

**RESOLVED** to accept the apologies.

**PROPOSED** Cllr Walters **SECONDED** Cllr Hardwick.  
On being put to the vote, the resolution carried unanimously.

**9/23EM** There were no **DECLARATIONS OF INTEREST**.

**10/23EM** There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

**11/23EM** **THE MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON 6<sup>TH</sup> JUNE 2023.**

Consideration was deferred to the Full Council meeting of 2<sup>nd</sup> November 2023 due to insufficient Cllrs being present who had also attended the 6<sup>th</sup> June 2023 meeting.

**12/23EM** **REVISED JOB TITLES FOR ALL EMPLOYEES.**

**RESOLVED** to recommend the following revised Job Titles to Full Council:

The Clerk/Responsible Finance Officer (RFO) be retitled Chief Officer and RFO.  
The Deputy Clerk/Finance Officer be retitled Deputy Chief Officer (Finance and Administration).

The position of Chief Groundsman to be established as and when a vacancy occurs for a lengthsman.

**PROPOSED** Cllr Bloor **SECONDED** Cllr Walters.  
On being put to the vote, the Resolution carried unanimously.

The Clerk was asked to produce a paper for the Full Council meeting of 21<sup>st</sup> December 2023, to consider creating two junior positions: Administrator/Finance Assistant and Groundsman Assistant.

**13/23EM PARISH COUNCIL'S STAFF HANDBOOK**

**RESOLVED** to recommend to the Full Council that all the policies be resigned for 2024.

**PROPOSED** Cllr Bloor **SECONDED** Cllr Walters.  
On being put to the vote, the resolution carried unanimously.

**14/23EM DATE OF NEXT MEETING** to be 18<sup>th</sup> April 2024.

Meeting closed at 8:26pm.

DRAFT