

COLWICH PARISH COUNCIL

MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON 26TH APRIL 2018 AT THE PARISH CENTRE, ST MARYS ROAD, LITTLE HAYWOOD COMMENCING AT 8:45PM

PRESENT (For all or part of the meeting) Cllr Billingsley; Cllr Cooper; Cllr Dunn and Cllr Wells

IN ATTENDANCE: Michael Lennon (Parish Clerk)

PUBLIC PARTICIPATION: No members of the public were present.

MINUTES

1/18EM APOLOGIES were received from Cllr Birt; Cllr Featonby and Cllr Fletcher.

RESOLVED to accept the apologies

PROPOSED Cllr Cooper

SECONDED Cllr Dunn

2/18EM There were no **DECLARATIONS OF INTEREST.**

3/18EM There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**

4/18EM MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING HELD ON 23RD NOVEMBER 2017.

RESOLVED to agree and sign the minutes as a true and accurate record.

PROPOSED Cllr Billingsley

SECONDED Cllr Cooper.

5/18EM STAFF HANDBOOK

RESOLVED to agree the “Battery Usage and Storage Policy” and the “Lone Working Policy”.

RESOLVED that the Clerks should attend the following SLCC Conferences:

- Clerk: “Leadership in Action” and “National Conference”.
- Deputy Clerk: “Practitioners” and “National Conference”.

RESOLVED that the Office Opening Hours be:

Monday and Tuesday

1:00pm – 3:00pm

SIGNED AS A TRUE AND ACCURATE RECORD.....

DATE.....

Wednesday and Thursday
Friday

10:00am – Noon and 1:00pm-3:00pm
Closed to the public.

RESOLVED to introduce a “Buddy Call” system whereby:

- The last official to leave the office must either inform the Clerk or Chairman of the Council.
- The person locking the JPF at night must inform the Clerk/Chairman of the Council.

PROPOSED Cllr Cooper

SECONDED Cllr Billingsley.

RESOLVED to suspend Standing Order 1.26 and to continue beyond 10:00pm.

PROPOSED Cllr Cooper

SECONDED Cllr Billingsley.

6/18EM GRASS CUTTING

7/18EM CLERKS ANNUAL APPRAISAL

RESOLVED to suspend Standing Order 1.3 and to exclude members of the public and press due to discussing staff contracts.

PROPOSED Cllr Billingsley

SECONDED Cllr Cooper.

8/18EM DATE OF NEXT MEETING to be confirmed.

Meeting closed at 10:31pm

SIGNED AS A TRUE AND ACCURATE RECORD.....

DATE.....