

HATFIELD PEVEREL PARISH COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT THE VILLAGE HALL ON TUESDAY 11TH MAY AT 10.00AM

Those present:

Councillor M Weale (Chairman)
Councillor M Elliston
Councillor D Wallace
Councillor C Dervish

21/P1 Apologies for Absence

Apologies were received from Councillors Munt and Gallifant.

21/P2 Minutes

The Minutes of the Personnel Committee meeting held on 20th October 2020 were agreed as a correct record.

21/P3 Declarations of Interest

None declared.

21/P4 Public Participation Session

No members of the public were present.

21/P5 It was resolved that under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), the Parish Council to exclude members of the public for the duration of this meeting due to the confidential nature of the matters to be discussed.

21/P6 Appointment of Assistant Clerk

It was resolved that:

- (a) The model NALC contract was approved following amendments where appropriate.
- (b) The position will be for 10 hours per week over three mornings with flexibility and negotiation. Hours to be split between Parish Council and Sole Trustee duties, with the Parish Council invoicing the Village Hall Charity on a monthly basis. This will be monitored and reviewed by Councillor Weale, reporting back to the Personnel Committee.
- (c) The Clerk and Assistant Clerk to agree when hours are worked across the week, dependent upon workload.
- (d) Interviews to take place in June with Clerk and Councillors Weale and Dervish.
- (e) The position will be on NJC Scale LC1 SCP 6-12, starting at SCP 6.