



## CANEWDON PARISH COUNCIL

PO Box 6126, Rochford, Essex, SS1 9YG  
[www.canewdonparishcouncil.gov.uk](http://www.canewdonparishcouncil.gov.uk)  
 07596 747873




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### Minutes of the online Personnel Sub Committee meeting held on Tuesday 30<sup>th</sup> June 2020 at 7.00pm.

**Present:**

<u>In the Chair:</u>	Cllr. L. Van Houten	
<u>Councillors:</u>	Cllr. J. Craven	Cllr. S. Kirton
<u>Officers:</u>		Kelly Holland, Parish Clerk
<u>Members of the public:</u>		None

#### PERSC20/1 Election of Chairman

Cllr. L. Van Houten was nominated to be Chairman of the Sub Committee.

**RESOLVED** that Cllr. L. Van Houten be elected as Chairman of the Personnel Sub Committee for the remainder of the municipal year.

#### PERSC20/2 Apologies for Absence

None.

#### PERSC20/3 Minutes

**RESOLVED** that the minutes from the personnel sub committee meeting held on 21<sup>st</sup> March 2019 be approved as a correct record and signed by the Chairman.

#### PERSC20/4 Declaration of interests and dispensations

None.

#### PERSC20/5 Public participation session

None present.

#### PERSC20/6 Uniform

As the Litter operative/handyman had been given additional duties including allotment inspections, members considered purchasing Council t shirts and sweatshirts along with a ID badge. Initial costings for the clothing ranged from

£9 - £30 dependent on the item, the ID badge could be purchased from Rochford District Council.

**RESOLVED** that

- (a) three t shirts be purchased to a maximum value of £15 each;
- (b) two sweatshirts be purchased to a maximum value of £25 each;
- (c) an ID badge be purchased from Rochford District Council;
- (d) the expenditure be allocated to general reserves.

**PERSC20/7 Exclusion of press and public**

**RESOLVED** that the Sub Committee exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).

**PERSC20/8 Staff matters**

Members considered the information relating to working hours and rates of pay for the Litter operative/handyman.

Consideration was also given to the arrangements for the Clerk's appraisal.

**RESOLVED** that

- (a) the Litter Operative/Handyman's working hours be increased from 20 hours per month to 24 hours per month with effect from 1<sup>st</sup> July 2020;
- (b) the Litter Operative/Handyman's hourly rate be increased as agreed with effect from 1<sup>st</sup> July 2020;
- (c) Cllr. J. Craven carry out the Clerk's appraisal, date to be arranged.

**PERSC20/9 Future Parish Council meetings and events**

The next online Parish Council Meeting will be held on Wednesday 1<sup>st</sup> July 2020 at 7.15pm.

The meeting was closed at 7.21pm

Chairman's Signature

Dated