

MUNDESLEY-ON-SEA PARISH COUNCIL

Minutes of the **Employment Committee** of Mundesley Parish Council held at the MPC Office, on **Monday 19th March 2018**, at 11:00pm.

Present: Cllrs D Harding (Committee Chairman), K. Cheetham, P. Gray, Cllr Stango

Clerk: Ms D Joy

MINUTES

01 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL employment matters.

02 Apologies for Absence

None

03 Minutes of previous meetings

3.1 To consider and agree the minutes from the Employment Committee meeting on the 30th May 2017.

Cllr Cheetham Proposed the motion and Cllr Stango seconded the proposal. Members **AGREED** the minutes from the Employment Committee meeting on the 30th May 2017. The Chair signed the minutes.

3.2 To consider and agree the minutes from the Employment Committee meeting on the 11th September 2017.

Cllr Cheetham Proposed the motion and Cllr Stango seconded the proposal. Members **AGREED** the minutes from the Employment Committee meeting on the 11th September 2017. The Chair signed the minutes.

3.3 To consider and agree the minutes from the Employment Committee meeting on the 27th November 2017.

Cllr Gray Proposed the motion and Cllr Stango seconded the proposal. Members **AGREED** the minutes from the Employment Committee meeting on the 27th November 2017. The Chair signed the minutes.

04 Performance Review

4.1 To update and review the Clerks Annual Performance.

Members commented that the Clerk has and still is achieving and moving the Council forward and members are thankful for her hard work and dedication over the last year.

Cllr Gray Proposed the motion and Cllr Stango seconded the proposal.

Members **AGREED** the Clerks Annual Performance Review.

4.2 To consider and agree any actions to the Clerks Annual Performance review.

Cllr Cheetham Proposed the motion and Cllr Stango seconded the proposal.

Members **AGREED** the Clerks new salary scale.

4.3 Update on the Clerks CiLCA and to consider any actions needed.

Cllr Harding commented that the Clerk has passed her CiLCA back in November.

Cllr Gray Proposed the motion and Cllr Cheetham seconded the proposal.

Members **AGREED** the Clerks pay increment as per the contract for passing her CiLCA.

05 Clerks Contract

5.1 To consider and agree changes to the Employment Contract.

Cllr Stango Proposed the motion and Cllr Harding seconded the proposal.

Members **AGREED** the changes to the Employment Contract.

5.2 To consider and agree changes to the job description for the Clerk.

Cllr Cheetham Proposed the motion and Cllr Gray seconded the proposal.

Members **AGREED** the changes to the changes to the job description for the Clerk.

06 Procedures

6.1 To consider and agree if to have Employment meetings quarterly.

Cllr Gray Proposed the motion and Cllr Cheetham seconded the proposal.

Members **AGREED** to have Employment meetings quarterly.

6.2 To consider and agree a procedure for members to raise employment issues.

Cllr Cheetham Proposed the motion and Cllr Stango seconded the proposal.

Members **AGREED** for Employment issues to be emailed to either the Chair or Vice Chair of Employment.

Note that only items on this Agenda are to be discussed – for any other item / subject please contact the Clerk in writing for submission at a future meeting.

MEETING CLOSED: 12:08PM

CHAIR SIGN: _____

DATE: _____