

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON
WEDNESDAY 5 TH OCTOBER 2022 at THE HUGHES, GIMINGHAM ROAD.

Present: Cllrs: D. Harding (Chair), D Revell, D Parkin, B Reynolds
Clerk: Ms D. Joy
By invitation: Julie King, NPTS

1. Election of Chair

Cllr Reynolds proposed Cllr Revell to become Chairman, Cllr Revell seconded the Proposal.

Cllr Parkin proposed Cllr Harding to become chairman, Cllr Harding seconded the proposal.

Cllr Harding, as previous chairman had the casting vote.

Cllr Harding was elected as chairman

2. Election of Vice Chair

Cllr Reynolds proposed Cllr Revell to become Vice Chair, Cllr Revell seconded the motion.

Cllr Harding proposed Cllr Parkin to become Vice Chair, Cllr Parkin seconded the motion.

Cllr Harding as Chairman had the casting vote.

Cllr Parkin was elected as Vice Chairman.

3. Apologies for absence

None.

4. Minutes of previous meeting

Cllr Revell proposed the motion, Cllr Reynolds seconded the motion the minutes of the previous meeting be agreed and will be signed at the next meeting.

5. PUBLIC PARTICIPATION TIME

Cllr Revell proposed the motion, Cllr Reynold seconded the motion, the meeting was suspended to allow members of the public to speak.

None present.

Cllr Harding proposed the motion, Cllr Reynolds seconded the motion, the meeting was re-started.

6. Exclusion of the press and public

It was RESOLVED under the Public Bodies (Admissions to Meetings) Act 1960 that the press and public be excluded during the discussion of CONFIDENTIAL employment matters.

NPTS conducted a training session for those Councillors present.

7. Employment

7.1 Update on Employment Committees responsibilities and to consider and agree any Action

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

Members **AGREED**;

- It was agreed that the Chairman would notify all staffing members of any staff absence.
- That the Clerk's contactable hours for Councillors and public on the mobile phone include 9:00-15:00, Monday to Thursday.
- That the Clerk would be paid overtime for attendance at events when requested.
- That the Clerks basic salary to be paid monthly by Standing Order and any adjustments be paid after.
- That the Employment committee members to be sent a copy of the Clerks contract of employment.
- Training for the whole council to be provided to include a member/officer protocol.
- Staff timesheets to be circulated with Full Council agendas.

7.2 Update on Clerks Appraisal

Cllr Harding had carried out the Clerks appraisal, the employment committee were shown a summary of the appraisal.

Cllr Revell Proposed the motion and Cllr Reynolds seconded the proposal.

Members **AGREED** the Clerks annual appraisal.

Items to be discussed at the next employment meeting;

- Cllr Revell requested that an assistant Clerk. and the clerk's overtime be placed on the next agenda.

8. Date of next meeting

TBA