

**PRESENT:** Cllrs Tim Russell (Chairman), Denia Turnbull and Frances Neave.

**In attendance:** Mrs Louise Chater (Clerk)

**01.17 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

None.

**02.17 APOLOGIES AND REASONS FOR ABSENCE**

Cllr. Peter Stephens - work commitment

**03.17 DECLARATION OF INTERESTS AND DISPENSATION REQUESTS**

None.

**04.17 CLERKS APPRAISAL**

1. Review of end of year appraisal - The Chairman completed the appraisal interview on 16<sup>th</sup> March 2017 and gave the members present a review of the targets for the year ended 31<sup>st</sup> March 2017 and the progress made.
  2. Review of targets set for year ended 31 March 2018
    - 2.1 The Quality Award - successful accreditation
    - 2.2 Neighbourhood Plan - progression of the project towards successful referendum
    - 2.3 Canal Mead -continued investigation of other grant options and installation of path
    - 2.4 Business Plan 2017-2022 - Adoption of Business Plan
    - 2.5 Strategic Action Plan 2017-2018 - Adoption of Strategic Action Plan
    - 2.6 Monitor Development of School Lane Site - ensure planning conditions adhered to
    - 2.7 Website - review of site to ensure it meets the public's needs and the security issues are resolved
    - 2.8 Village Hall Marketing Project - increased usage of hall; especially at weekends
    - 2.9 Village Hall Refurbishment - Curtain and Curtain pole
- It was noted that during the discussions that took place during the appraisal meeting it was considered important that consideration be given to the production of a Village Hall Statement of Principles Policy.
- Overall summary is the Parish Council is very well served by the Clerk and the committee appreciate her professionalism.

**AGENDA**

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It was noted that the six-month review will take place in September.

**TR/CLERK**

**05.17 CONDITIONS OF EMPLOYMENT**

1. Review of additional hours worked year ended 31 March 2017 - It was noted that the Clerk had worked an additional 33.15 hours in the year ended plus an additional 8.45 hours for Quality Status Accreditation. It was noted that the Clerk had several hours remaining for the Quality Accreditation
2. Review of Salary Pay Scale - there was some discussion as to the comparable rate for clerks in the surrounding parishes. The clerk advised that she was aware that some of the Clerks in the surrounding areas were paid on higher scale points however she was unaware of their actual scale point.

**06.17 RECOMMENDATION TO FULL COUNCIL**

1. On a proposal by the Chairman it was RESOLVED to submit for approval and payment at the next full council meeting payment of additional 42.00 hours worked in the year ended 31<sup>st</sup> March 2017.
2. On a proposal by the Chairman it was RESOLVED to submit for approval a scale point increase to Scale Point 28 to be back dated to 1<sup>st</sup> April 2017.

Meeting Closed 14.43

Signed \_\_\_\_\_ Chairman of North Mundham Parish Council Employment Committee

Dated: \_\_\_\_\_

By resolution the Parish Council may decided to exclude the Press and Public from any part of the meeting 1