

NORTH MUNDHAM PARISH COUNCIL

Minutes the Employment Committee Meeting held on the 27th March 2018

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

in attendance: Mrs Louise Chater (Clerk)

01.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

02.18 APOLOGIES AND REASONS FOR ABSENCE

None.

03.18 DECLARATION OF INTERESTS AND DISPENSATION REQUESTS

None.

At this point the Chairman closed the meeting to the public and the Clerk was asked to leave the room.

04.18 CLERKS APPRAISAL

1. Review of end of year appraisal

The Chairman summarised the feedback he had received from councillors before conducting the appraisal, and the written comments that the Clerk had made on the Appraisal Review form. With the Clerk he had reviewed the progress of her objectives for the previous year. He noted in particular the submission of the application for the Quality Award, and the very successful completion of the Canal Mead footpath. Efforts to market the Village Hall could be considered as very effective, evidenced by the fact that there is now very little spare capacity for new bookings. The meeting noted that the Canal mead path, in particular, owed much to the Clerk's attention to detail and her drive and determination on negotiating with West Sussex County Council and pursuing grant opportunities.

2. Review of targets set for year ended 31 March 2019

The Chairman reported that, with the Clerk, he had identified new objectives for the coming year. Significant among these would be:

- The adoption of the General Data Protection Regulations
- Progressing a shared use path from Marsh Lane to the Runcton Farm Shop.
- Reviewing the content and provision of the website.

05.18 CONDITIONS OF EMPLOYMENT

1. Review of additional hours worked year ended 31 March 201

The Chairman reported that the Clerk had identified that she had committed 17 hours specifically to preparation for and submitting the application for the Quality award. At the time of the review it was not

clear whether these hours would be accommodated in the overall total of hours worked during the year, but it must be recognised that the Council has committed to additional hours for this task if required. The Clerk would be in a position to report again at the end of the year.

2. Review of Salary Pay Scale

The Chairman reported that he had asked the Clerk to provide some comparative data, and he had himself sought information by studying published information from a number of comparable parishes, selecting as comparators those Councils which had submitted precepts in the range plus or minus £10,000 when compared with North Mundham.

Unfortunately, there was a dearth of information. He noted that some parishes did not even publish their annual returns, and for those that did the lack of information on hours worked made a comparison of pay scales impossible. He also noted that the nature of the job for any parish clerk would depend on the spread of responsibilities, the number of councillors, and the level of support they required.

06.18 RECOMMENDATION TO FULL COUNCIL

The Chairman shared with the Committee the detail of his comments written after the Appraisal Review, and the Committee was fully supportive of his remarks. In this light, on a recommendation by the Chairman, the Committee RESOLVED to recommend to the full Council an increase in the Clerk's salary to pay scale 29.

The Clerk rejoined the meeting.

Meeting closed at 18.10

Signed: _____ Chairman North Mundham Parish Council Employment Committee

Dated: _____