

**Minutes of the Meeting of North Mundham Parish Council Employment Committee
held on 2 November 2016**

Present: Cllrs Tim Russell (Chairman), Denia Turnbull, Peter Stephens

01.16 Public Question Time on Matters on the Agenda.

No members of the public were present to raise any matters.

02.16 Apologies and Reasons for Absence

Cllr Frances Neave - unwell

03.16 Declaration of Interests and Dispensation Requests

None

At this point Cllr Russell closed the meeting to the public.

04.16 Clerk's Appraisal

Cllr Russell explained that the latest appraisal had been undertaken on 18 October only four months after the previous one. This was a deliberate move to get the appraisal programme back on track to a planned routine of appraisals every six months. Members of the Committee noted the contents of the Appraisal Review Form and Cllr Russell confirmed that both he and the Clerk had agreed and signed it.

Cllr Russell observed that, because the appraisal only covered a limited period and because the Neighbourhood Plan had not progressed during that period, the lack of progress on the Quality Award and the Neighbourhood Plan was no reflection on the Clerk.

05.16 Conditions of Employment

05.16.1 Review of Salary

The Committee agreed that the Clerk's performance level and dedication deserved recognition, and agreed to recommend an increase of salary to Spinal Column Point 27. This recommendation would be placed before the next meeting of the Parish Council to take effect from the beginning of December, funding for the rest of the financial year to be found from within the existing budget.

05.16.2 Meeting Structures

Cllr Russell noted that, during the appraisal, the Clerk had indicated very strongly that she felt her time could be better used if the full Parish Council met less frequently, and appointed a

Planning Committee to meet monthly. This would follow the pattern adopted by a number of other parishes. Cllr Russell explained that the concept was based on a regular meeting at the same time every month for the Planning Committee, with the full Parish Council meeting the same day every other month. There would always be the opportunity to convene a full Parish Council in the intervening months if the Planning Committee considered that an application was sufficiently significant to be brought before the full Council. In discussion, some concern was expressed that this could mean some councillors might miss the opportunity to discuss a planning application, unless the Planning Committee first decided that it merited wider debate. However, it was emphasised that all councillors would still be advised of applications, giving them an opportunity to ask that they be brought before a full Parish Council. Cllr Russell agreed to bring a more detailed proposal before the Parish Council.

TR

Cllr Russell reported that the Clerk had also expressed some concern that it was proving rather onerous to ensure that agendas were published in time for meetings of the Village Hall Management Committee (VHMC), which also required formal minutes to be published. Cllr Russell and the Clerk had discussed whether much of the day-to-day business of the VHMC might be achieved by the same people meeting as a working group. It would only need to meet as a Committee to fulfil the specific tasks in its Terms of Reference such as deciding the scale of fees and charges and defining the rules and regulations to be observed by users. The existing terms of Reference already allow the VHMC to decide the frequency of its meetings. In the absence of Cllr Neave it was not possible to pursue this discussion further, and Cllr Russell agreed to discuss the issue with her when convenient.

TR

05.16.3 Management of Contractor

The Clerk had reported that she felt some uncertainty about some lines of authority, in particular when dealing with the contractor responsible for maintaining the Village hall and administering the booking system. Cllr Russell suggested that this issue was easily resolved, and he would discuss with Cllr Neave

TR

05.16.4 Job Description

The Committee considered the Clerk's Job Description and considered that no changes were necessary. However, the meeting noted the commitment to fund extra hours of work to cover the Clerk's involvement with the Quality Award and a

Neighbourhood Plan, and recognised the need to agree the number of hours involved in each task.

06.16 **Recommendation to Full Council**

That the Clerk's salary scale be increased to Spinal Column Point 27 to take effect from the start of December 2016.

That the Parish Council establish a Planning Committee to meet monthly to handle planning applications, reducing the frequency of routine Parish Council meetings to six times a year in alternate months starting in January.

The meeting closed at 19.55

Signed: _____ Chairman of Employment Committee

Date: _____