

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF SHERBURN-IN-ELMET PARISH COUNCIL
HELD ON TUESDAY AUGUST 11TH 2015 @ 7pm IN THE PARISH COUNCIL OFFICE.**

Present: Councillors C. Lake(Chairman) , Mrs M. Hunt, P. Doherty, and Mrs M. Gibson (Clerk)

1. Apologies -There were no apologies.

2. Community Development Officer post

Chairman reports that Dean Palmer has accepted this post and will start his duties on the 1st September. He had been the best of one interviewed with a very "can do" attitude.

Salary would be £1666 per month with further costs to the Council of approx. £70 nat.insurance. Pension costs were discussed (expected costs around £20) if this was with the Govt. NEST as the Manager at EPC is. Councillor Lake would contact YLCA about this pension provision.

Regular hours as per minutes of the 22nd June. This totals 25 hours plus any meetings held for the LAP committee, Parish Council Meeting and any other meetings deemed necessary. Time sheet to be completed each month with any "banked" hours totalled at the bottom of each sheet.

Duties to be: As per job description : but Committee felt this should be amended to include responsibility for annual checks (PAT/Fire/Gas/Health & Safety/Risk Assessments) on all our areas White Rose/Rugby/Fairway/Angling Club and also Eversley Park Centre (Liaising with all committees). With Mr. Palmers Health & Safety background it was felt this should be acceptable.

Community Mini Bus doing bookings/accounts/ banking etc). Dealing with Planning applications and meetings. Dealing with contracts for Grass cutting and all services which this council has to provide.

All this to be detailed on the Contract of Employment.

Laptop- it was considered that as the library "hub" would not be functioning before 2017 it is inevitable that there would be times when both the Clerk and the CDO would be working in the PC office. It was agreed we propose to full council that a laptop be purchased for the CDO and a seperate email address also be installed.

Chairman will contact Parish Council Chairman who had said in general discussion that grants were available to fund this post and find out where these are available. Mr. Palmer could then process this application.

3. Clerks hours/duties

Clerk requested a job description (which she has never had) This would enable SLCC to properly evaluate salary scale. SLCC also state the Council should re-evaluate this post.

The Job Description was discussed and agreed that this was:

Responsibility for the everyday running of this Parish Council, Minutes.Agendas, overseeing Finance and expenditure, Financial controls and advising the council on the legalities of their actions.

As Committee felt this was an important item we would like input from SLCC Clerk to ask SLCC if they have a job description for a Clerk. Also who they would expect to do the evaluation of the Clerk. A Seperate meeting then to be arranged to deal with this when full information to hand.

