

# GREAT GLEMHAM PARISH COUNCIL

Caroline Emeny  
Parish Clerk  
T: 01986 798422  
E: [gtglemhampc@gmail.com](mailto:gtglemhampc@gmail.com)

c/o 2 Old School  
Laxfield  
Suffolk  
IP13 8DL

## Draft Minutes Of The Personnel Committee Wednesday 12<sup>th</sup> February 2020, at 6.15 pm, in the Village Hall

1. Apologies for Absence

The Chair and Cllr Benson were present.

Apologies received and accepted from Cllr Lissaman due to work commitments.

2. Declarations of Interest and Dispensations

There were no declarations of interest or dispensations.

3. There were no previous minutes as this is the first meeting of the Personnel Committee.

**Pursuant to the Public Bodies Admission to Meetings Act 1960 the meeting was closed to members of the public and press**

4. Matters relating to the employment of the Parish Clerk and Responsible Financial Officer were considered.

4.1 The Clerk's employment was reviewed in line with the contract of employment and job description. The Clerk's appraisal was carried out. All members of the Parish Council have expressed their satisfaction with the clerk and there were no matters of concern.

4.2 The SCP rates were renumbered in 2019. As a result the clerk is currently on SCP19 (previously SCP26). It was agreed to increase her rate by 3 points to SCP22 effective April payslip, effectively 79p per hour increase. The clerk confirmed salaries are normally reviewed by NALC for amendment in April of each year which is over and above the increase awarded to the clerk at this meeting. At the moment a 2% increase has been offered but NALC have rejected this so we await further information about this. Expenses remain unchanged.

The hours worked were discussed in detail. The clerk currently works 15 hours per month but in most months, several hours are carried forward to the following month due to the limit on the hours worked. She provided evidence from SALC that even small parish councils require a minimum of 4 hours per week, equating to 17.5 hours per month. She also provided her hours log as further evidence of the hours carried forward each month. It was agreed to cap the hours at 17.5 hours per month with immediate effect. However, the clerk will try to minimise the extra hours where possible.

4.3 The Clerk confirmed she had resigned from Occold Parish Council but was still carrying on as clerk for Palgrave Parish Council. She confirmed she is satisfied with the current situation.

5. Date of next meeting

To be arranged for February 2021, date to be confirmed.

**18.40** Meeting closed.