



## HOCKLEY PARISH COUNCIL

### MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 7.30PM ON THURSDAY 15<sup>TH</sup> NOVEMBER 2018 AT THE PARISH HALL

PER18/21	<p><b>To agree the meeting should be minuted by a Councillor in the absence of the Clerk</b></p> <p><b>Resolved:</b> It was resolved that the meeting would be minuted by Councillor S Martin Proposed: Cllr N Boxall. Seconded Cllr M Carter. Agreed unanimously.</p>
PER18/22	<p><b>Members Attending and Apologies for Absence</b></p> <p><b>Members Attending:</b> Cllr Nick Boxall (Chairman), M Carter, T Carter, S James, S Martin, B O'Shea, and V Randall.</p> <p><b>Apologies Received:</b> Cllr R Martin (Ill Health) and Cllr L Vingoe (Delegate Meeting)</p> <p><b>Resolved:</b> It was resolved to accept apologies from Cllrs R Martin and L Vingoe . <b>Proposed:</b> Cllr. T Carter. Seconded: Cllr V Randall. Agreed unanimously.</p>
PER18/23	<p><b>Declarations of interest</b></p> <p>None Declared</p>
PER18/24	<p><b>To agree the minutes and resolutions of the meeting held on 12<sup>th</sup> November 2018</b></p> <p>Minutes not yet available</p>
PER18/25	<p><b>Resolved:</b> Exclusion of Press and Public in accordance with s.1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be discussed, in the opinion of the Council, it was advisable in the public interest that the public and press be excluded. Proposed: Cllr M Carter. Seconded: Cllr B O'Shea. Agreed unanimously.</p>
PER18/26	<p><b>(a) Review Applications</b> – An Application received was tabled and noted</p> <p><b>(b) Set Applicants Interviews</b> – Interview date noted</p> <p><b>Resolved:</b> that the Chairman of the Council should invite the applicant for interview at 7.30pm on Tuesday 20<sup>th</sup> November 2018. Proposed: Cllr M Carter. Seconded: Cllr S James. Agreed unanimously.</p>

	<p><b>Resolved:</b> Interview Panel to be delegated to reissue the Vacancy Notice with an extended closing date should it be required. Proposed: Cllr S Martin. Seconded: Cllr M Carter. Agreed unanimously.</p> <p><b>Resolved:</b> that the Chairman of the Council be requested to call an Extra Ordinary Full Council Meeting at 7pm on Monday 26<sup>th</sup> November 2018 to receive a recommendation on the Clerk's post. Proposed: Cllr N Boxall. Seconded: Cllr V Randall. Agreed unanimously.</p>
<b>PER18/27</b>	<p><b>To consider the appointment of a second Locum Clerk for up to 10 hours a week until a full time Clerk is appointed.</b></p> <p>A confidential report from the Council Chairman was tabled</p> <p><b>Resolved:</b> to recommend to Full Council that the RFO be appointed as a second Locum Clerk for up to 10 hours a week at SCP38 in addition to her RFO duties until a full time Clerk is appointed. Proposed: Cllr N Boxall. Seconded: Cllr B O'Shea. Agreed unanimously.</p>
<b>PER18/28</b>	<p><b>Date of next meetings:</b>  <b>Thursday 22<sup>nd</sup> November 2018 at 7.30pm to receive a recommendation from the Interview Panel.</b></p> <p><b>Monday 10<sup>th</sup> December 2018.</b></p> <p><b>Agenda Items</b>  Appraisal Strategy  Medical Questionnaire  Sickness/Absence Strategy</p> <p style="text-align: center;"><b>Meeting closed at 8.30pm</b></p>