



## HOCKLEY PARISH COUNCIL

**Personnel Sub Committee:** Cllrs Boxall, M Carter, T Carter, S James, S Martin, O'Shea, V Randall, L Vingoe.

### MINUTES OF THE HOCKLEY PARISH COUNCIL PERSONNEL SUB COMMITTEE MONDAY 14th AUGUST AT 7.30 PM IN THE HOCKLEY PARISH HALL

- PER17/27** The Committee noted that this number had been omitted and confirmed that there was no subject or resolution to record under this Agenda Item
- PER17/28** **Those present and apologies for absence**  
Chairman: Cllr Boxall  
Cllrs James, S Martin, M Carter, Cllr Randall, T Carter.  
Also Present: Cllr R Martin (Ex Officio) and Clerk  
Apologies Cllr O'Shea, Vingoe  
**Resolved;** Apologies received from Cllrs Vingoe and O'Shea were recorded and accepted. Proposed Cllr N Boxall Seconded Cllr V Randall. Unanimously agreed
- PER17/29** **There were no declarations of interest.**  
Cllr N Boxall declared an interest in Agenda Item PER17/33
- PER17/30** **To agree the minutes of the 10th July 2017 meeting.**  
**Resolved.** The minutes were accepted as a true record, proposed Cllr Randall seconded Cllr T Carter and agreed unanimously.
- PER17/31** **Exclusion of Press and Public:**  
**Resolved:** that, 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 Boxall seconded Cllr James.
- PER17/32** **To confirm the appointment of the Clerk to the Council.**  
The Committee noted the formalities for the appointment of the new Clerk, approved under Minute FC17/115, had been completed by the Chairman of the Council. The contract has been agreed and signed and a letter of appointment issued.  
  
**Cllr N Boxall left the meeting at this point**
- PER17/33** **To confirm the appointment of the Administrative Assistant.**  
The interview panel reported they had interviewed four suitable candidates out of thirteen applications received. The standard was very high making it a close and difficult decision. The Interview Panel submitted a recommendation which was approved by the committee. The Grade and Salary Spinal Column Point was approved and the Clerk is to contact the

successful candidate offering her the post, subject to satisfactory references and completion of formal documentation.

**RESOLVED:** The salary Spinal Column Point was agreed with one against. Proposed Cllr S Martin. Seconded Cllr M Carter.

**RESOLVED:** The recommended candidate for the post of Admin Asst was approved by the committee. The Clerk will complete formalities. Proposed Cllr R Martin, seconded Cllr V Randall and agreed unanimously.

**Action:** The Clerk to formally advise the successful applicant along with the three others who were unsuccessful.

**PER17/34 To confirm The Clerk be paid for any additional hours as an exception until the changeover is completed.**

This Agenda Item was brought forward by the Chairman to enable Cllr Boxall to leave the meeting for Agenda Item 17/33.

**Resolved.** As an exception, the committee approved that the additional hours worked by the new Clerk should be paid by way of overtime until the staff changes had been finalised. Proposed Cllr R Martin seconded Cllr Randall and carried unanimously.

**PER17/35 Date of next meeting: 9<sup>th</sup> October 2017**