
Hollinswood and Randlay Parish Council

Chairman of Personnel: Cllr Sally Snell

Clerk: Katrina Baker MBE

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 5TH OCTOBER 2020 at 7.00p.m.

PRESENT: Cllr Snell
Cllr Vaughan-Hodkinson
Cllr H Unwin (arrived P20/639)
Cllr J Creed
Cllr S Unwin (Ex Officio)

In Attendance: Katrina Baker (Clerk)

P20/634 Welcome

Councillor Snell opened the meeting and welcomed everyone. Cllr Unwin will join the meeting as soon as possible. There had been no public requests to join the meeting.

P20/635 Apologies

Councillor Ricketts	Work Commitments
Councillor H Unwin	Arriving late – attending an alternative meeting

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Creed, all were in favour and thus it was

RESOLVED that the apologies be accepted.

P20/636 Declarations of Interest

None

P20/637 Minutes of the meeting held on 29th June 2020

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Creed that the Minutes of the meeting, held on 29th June 2020, be accepted as a true record. All were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 29th June 2020 be signed as a true record by the Chairman at the earliest opportunity.

P20/638 Matters arising, not otherwise on the Agenda

P20/631 A copy of the full internal audit report had been circulated to all members, prior to being submitted to Littlejohns LLP. It also appears on the Council website.

P20/639 Staff Update

All staff are currently on core hours only, with one members of staff on part time furlough. The Clerk's flexi time has been used up and some staff are taking holidays, this remains optional. However, detailed staff meetings, with individual staff members will take place in the coming days so that they are all fully aware of the current situation.

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The LMT is undertaking outside tasks wherever possible and keeping the 2m distance at every opportunity. They have been provided with full PPE and they are up to date with regular tasks and garden maintenance.

A full report of each member of staff was available to the Committee.

SF has continued to introduce the new invoicing system, which is proving efficient and has enabled the invoicing to be a simpler task. SF has taken on additional duties in order to support the Clerk who is undertaking the roles and responsibilities of the Finance Manager.

There have been no sickness record concerns with our permanent staff, however RD remains on long-term sick and the apprentice is having additional emotional support.

Thanks were extended to all staff, for their help and support for our communities, but also for their dedication to the Parish Council at this difficult time.

Councillor H Unwin arrived

P20/640 Finance Manager

RD remains off on long-term sick, having to attend numerous appointments at PRH. Members wished to send their best wishes for her continued improvement and hope that she will soon be able to return to her post. The Clerk continues to undertake the work regarding finances and will be updating the accounts package – this will be done at her home. The revised allocations will be undertaken after half term in order that a full financial report is available for use within the upcoming budget process.

P20/641 Apprentice Opportunity

Keiren B continues to work as part of the LMT and is receiving additional support.

P20/642 Private Session

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor H Unwin, that due to the personal and confidential nature of the following information, the meeting should continue in private session. All were in favour and thus it was

RESOLVED that the press and public be excluded from the remainder of the meeting. Confidential minutes will be produced.

P20/643 Date of the next meetings

25 th January 2021	7pm
1 st March 2021	7pm

It may be necessary to call extra meetings due to the financial position of the Council

SignedDate