
Hollinswood and Randlay Parish Council

Chairman of Personnel: Cllr Sally Snell

Clerk: Katrina Baker MBE

PERSONNEL COMMITTEE

Minutes of the meeting of the Personnel Committee held via Zoom on Monday, 29th June 2020
at 7.00p.m.

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

In Attendance: Katrina Baker (Clerk)

P20/625 Welcome

Councillor Snell opened the meeting and thanked everyone for attending.

P20/626 Apologies

Councillor Ricketts Work Commitments

P20/627 Declarations of Interest

None

P20/628 Minutes of the meeting held on 2nd March 2020

It was proposed by Councillor Creed and seconded by Councillor Vaughan-Hodkinson that the Minutes of the meeting, held on 2nd March 2020, be accepted as a true record. All were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 2nd March be signed as a true record by the Chairman at the earliest opportunity.
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P20/629 Matters arising, not otherwise on the Agenda

None

P20/630 Staff Update

All staff are currently on core hours only, with one members of staff on furlough.
The Clerk's flexi time has been used up and some staff are taking holidays due to the current situation, this is optional.

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.

SF has continued to introduce the new invoicing system, which is proving efficient and will be ready for the re-opening of RCC and HNC, it is already being used for SNAC.

There have been no sickness record concerns.

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The Hot Weather policy was in use during the recent period of hot weather and staff were advised accordingly.

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

P20/631 Finance Manager

RD had completed the year end and was due to reduce her weekly hours. However, following a accident, Rose is now off work. Members wished it to be recorded that they would also send extra good wishes to her for a speeding recovery. Her salary costs have reduced as there are currently no additional hours to be paid and no pension contribution.

The Internal Audit had been completed earlier than anticipated and had revealed that there are no financial matters to bring to the Council's Attention. The views of a 'new' internal auditor are welcomed as some new 'good practice' ideas have already been implemented. The Clerk is to receive the Full Internal Audit report remotely on Thursday and will shared this will all Members.

P20/632 Apprentice Opportunity

KB joined the Parish Council in April 2020 and works as part of the LMT.

He has settled in well and is a hard-worker and is very conscientious, his work is always of a high standard.

When outdoor work is not available, he continues with college coursework, sometimes undertaking this at home and at other times, working in the office.

It is hoped that some of the before and after photos can be added to the website and facebook to promote his good work.

P20/633 Date of the next meeting

As per the meeting schedule from July 2020.

The Chairman will call a special meeting, if this is required to discuss any important matters that cannot be deferred.

SignedDate