

# Haslington Parish Council

## Minutes of the Personnel Committee Meeting held on Thursday 28th September 2023 at Gutterscroft Centre

**Attendance:** Cllr Martin Deakin, Cllr Janet Griffith, Cllr Melissa Mews, Cllr Tony Peake

**Apologies:** Cllr Graham Sawyer

**Not in attendance:** None

**Also in attendance:** Cllr Sam Green

**Public:** None

**Meeting started at 7:00 pm.**

### Part 1

- 1. To elect a Personnel Committee Chair for the ensuing year**  
RESOLVED: Councillor Martin Deakin be appointed as Chair of the Personnel Committee for the ensuing year.
- 2. To elect a Personnel Committee Vice-Chair for the ensuing year**  
RESOLVED: Councillor Melissa Mews be appointed as Vice-Chair of the Personnel Committee for the ensuing year.
- 3. To receive apologies for absence**  
Apologies were sent before the meeting by Councillor Graham Sawyer.
- 4. Declarations of Interest**  
No interests declared.
- 5. Public Participation**  
No members of the public were in attendance.
- 6. Exclusion of Press and Public**  
RESOLVED: That the meeting is now closed so that agenda items within part 2 can be transacted.

### Part 2 – Closed to the public

- 7. To consider the completion of the Clerk's probationary period.**  
RESOLVED: That the Clerks probationary period is now complete.
- 8. To consider the required hours for the role of Clerk/RFO.**  
RESOLVED: That the Clerks contract is increased to 20 hours per week from 1<sup>st</sup> October 2023.
- 9. To consider any other personnel matters.**  
RESOLVED: That the Clerks excess hours worked over contract of 32.75 hours are paid.

**Meeting ended at 7:21pm.**