

Present: Cllrs Bell, Lowther, Rogers

In the Chair: Cllr Plater

Clerk: Michelle Curtis

1. Election of Chairman

Cllr Plater was nominated to be Chairman of the Personnel Committee. The nomination was agreed unanimously. Cllr Plater was declared to be Chairman of the Personnel Committee of Tollesbury Parish Council for the ensuing municipal year.

2. Election of Vice-Chairman

Cllr Rogers was nominated to be Vice-Chairman of the Personnel Committee. The nomination was agreed unanimously. Cllr Rogers was declared to be Vice-Chairman of the Personnel Committee of Tollesbury Parish Council for the ensuing municipal year.

3. Apologies for Absence

There were no apologies for absence, all Councillors were present.

4. Declarations of Interest

There were no declarations of interest disclosed.

5. Public Forum

There were no comments from the member of the public.

6. Personnel Committee

The Committee reviewed the role of the Personnel Committee.

There are three members of staff; the Parish Clerk, Caretaker and Litter Picker.

The Personnel Committee is available to support all staff.

The Committee reviewed the Terms of Reference and would propose the following changes to the Full Council:

No. 3.4 – Item 3 - Remove - Ensuring the delivery of regular staff appraisals and noting and agreeing on any actions and outcomes.

No. 3.4 – Item 4 -Remove - Nominating a member to carry out the Clerk’s appraisals and reporting any actions as above.

No. 3.4 – Item 7 – Change to: Carrying out an annual review in April each year of the Council’s employment policies, making recommendations to the Full Council for any alterations/amendments.

No. 3.4 – Item 11 – Change to: Contracts of employment for new staff members are reviewed by the Personnel Committee and approved by the Full Council.

The Committee agreed that salary reviews would continue to be reviewed by the Full Council.

7. Other Matters

There were no other matters to discuss.

8. Dates of the Next Meetings

The date to be arranged for April 2023.

The Chairman closed the meeting at 8.00 pm.

Signed.....

Date