



**MINUTES OF WYTHALL PARISH COUNCIL PERSONNEL COMMITTEE  
MEETING HELD ON MONDAY 9<sup>th</sup> SEPTEMBER, 19:00 PM**

**PRESENT:** Cllr. Dianne Taylor PC Chairperson  
Cllr. Stephen Peters  
Cllr. Margaret Dempsey  
Cllr. Helen Cleaver  
Cllr. Kathryn Kingston

**ALSO, PRESENT:** Ms. Naazlin Somani Parish Clerk

**1. APOLOGIES**

Apologies were received from Councillors Sue Baxter and Philip Rattigan; these were agreed by all Councillors present.

**2. DECLARATIONS OF INTERESTS**

No Declarations of Interests were reported.

**3. MINUTES OF THE PREVIOUS MEETING**

Members received and approved the minutes of the previous meeting held on Thursday 20<sup>th</sup> June 2019.

**4. MOVE TO CONFIDENTIAL MEETING**

In view of the nature of the business to be discussed members of the public (if any) were asked to leave the room in accordance schedule 12A, Local Government Act 1972 and the Parish Councils Standing Order 3(d).

**5. STAFFING ARRANGEMENTS**

5.1. Temporary arrangements for continued administrative support in the Parish Council Offices.

**Agreed to recommend** to the Finance Committee that the current temporary arrangements would be formalised for a further period of four months, up to the end of December 2019. The current particulars of employment would remain the same.

**Agreed to recommend** to the Finance Committee that a four-day holiday bonus would be given to the temporary admin support for each quarter worked. **Recommended**, retrospective payment for the three-month period June to August.

5.2. To Consider the recruitment of the Deputy Clerk and a potential timeline.

Discussed recruitment to the vacant post. **Agreed**, for the purpose of resilience, the second post in the Parish Council Office would be a Deputy Clerk position. **Agreed** that the Clerk draft a proposal, detailing a job description for the post for the next meeting.

**ACTION:** Parish Clerk to develop a proposed job description for a Deputy Clerk post.

5.3. To discuss the arrangements for management of the Cemetery and appointing a Registrar.

**Agreed to recommend** to Finance that the position of Registrar is incorporated within the duties of the Parish Clerk, as previously done.

5.4. To consider any other staffing issue not on the agenda.  
There were no additional items for discussion.

**6. DATE OF NEXT MEETING:** **Agreed** that the Parish Clerk would arrange a meeting of the Personnel Committee to take place at the end of November 2019.

**ACTION:** Parish Clerk to arrange a meeting to take place at the end of November.

The Meeting closed at 19:30 hrs.