

2019/2020 - 18

Minutes of the meeting of the Employment Committee held on the 4th June 2019 at the Parish Council Office, 59 High Street, Great Barford.

Present: Ann Lovesey MBE (Chair), James Rudgley, Di Ames, Graham Pendrey

Apologies None

Clerk: Joanne Lee

MINUTES

1. Elect a new Employment Committee Chair.

A majority vote for Ann Lovesey MBE as Chair.

2. To receive and approve apologies for absence.

None.

3. Declarations of interest in any matter – being prejudicial or personal

None.

4. Discuss and agree interview and possible employment offer for a Part Time Clerk/Responsible Finance Officer for 6 hours per week and agree reducing the current Clerk's hours to 24 hours per week.

Graham Pendrey and Ann Lovesey confirmed that they had interviewed Anne Pape on Tuesday 4th June and confirmed that they would like to offer her the position of part time Clerk /Responsible Finance Officer for a 1 year contract with annualising hours that average 6 hours per week. The pay will be the same as the existing Clerk.

It was discussed and agreed to reduce the current Clerks hours to 24 hours per week as from 01/07/2019.

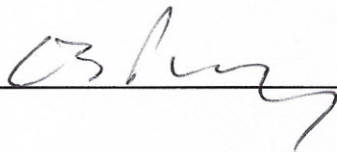
Action Put onto Full Parish Council Meeting to discuss and agree appointment of Clerk/Responsible Finance Officer with a start date of 01/07/19.

5. Discuss and agree the current Clerks next appraisal date.

It was discussed and agreed that a recorded 1-1 session for the existing Clerk is due.

Action Ann Lovesey MBE to contact the existing Clerk to arrange a suitable appraisal date.

Signed: _____



Date: _____

18-06-2019

Initial: GP