

# BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the meeting of Briston Parish Council Personnel Committee held on Monday 23 August 2021 at 7pm in the Briston Pavilion

Present:

Cllr Pete Moulton	Chairman
Cllr Ian Chilton	Vice Chairman
Cllr Graham Pickhaver	
Cllr Matthew Pickhaver	
Cllr Les Edwards	
Cllr Mrs Quinsey	
Cllr Mrs Woodhouse	

Minute taker: Cllr Mrs Woodhouse

## **2021/10 Apologies for absence**

None

## **2021/11 To record declarations of interest from members on any items on the agenda**

None

## **2021/12 To approve the minutes of the Personnel Committee meeting held on 26 July 2021**

2021/07 – to avoid confusion the words ‘as there were no members of the public present’ were added after  
‘Not proposed’

Proposed Cllr Edwards. Seconded Cllr G Pickhaver **Approved**

## **2021/13 To discuss matters arising from the Personnel Committee meeting held on 26 July 2021**

2021/05 letter not sent but verbal communication with the handyman has taken place

2021/05 no update regarding lawn mower service

2021/08 request made to the clerk at the August meeting of Briston Parish Council for the job sheets to commence in respect of the handyman.

Cllr Graham Pickhaver queried the proposal/agreement to purchase a safe box for personnel files. The chairman stated that the clerk had advised that as this item was not on the agenda the agreement was invalid. It was agreed to add this item to the next agenda of the Finance & General Purpose Committee

## **2021/14 To receive a report from the meeting with Chris Moses from Personnel Advice & Solutions and to decide and approve any actions arising from this**

Cllr Moulton and Cllr Mrs Quinsey gave an overview of the meeting and answered questions. A general discussion took place. Cllr Mrs Quinsey proposed that Briston Parish Council employ the services of Chris Moses from Personnel Advice & Solutions to review and update employee contracts and relevant paperwork, including a meeting with the council employees at a cost of approximately £400. Seconded by Cllr Graham Pickhaver. **Approved**

**2021/15 To discuss and approve the formation of a staffing sub committee with permission to take action on items on its agenda**

The chairman gave an overview of the purpose of a staffing committee and circulated a template of the Terms & Conditions prior to the meeting. A full discussion took place regarding the benefits of forming such a committee and it was queries whether the Personnel Committee could cover this. It was agreed in principle that the Personnel Committee should review their Terms & Conditions and the Staffing Committee template and present a combined document for adoption at the next meeting of the Personnel Committee. Cllr Graham Pickhaver offered to prepare this document.

The meeting closed at

Signed:

Dated: