



**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on 9th October 2019
at Fernwood Village Hall, Rubys Avenue, Fernwood**

Present: Parish Councillors: D. Harrison, H. Micah, B. Smith (Chair)
Clerk: Marion Fox Goddard

18. Approval of Minutes from last meeting 12/6/19

The Personnel Committee minutes from the previous meeting were unanimously approved as an accurate record.

19. Matters arising

All actions from the previous meeting have been completed.

20. Caretaker Job Description and Appraisal

The Committee agreed with the changes to the job description suggested by Nigel Branston and the addition of responding to emergency calls and carrying a phone to respond to issues during bookings.

Clerk to add grit bins to the job description and issue to the Caretaker. More generic job description to be worked on for future use with detailed list of duties in a separate booklet.

Clerk to arrange Caretaker's appraisal in November (Cllr Micah will attend).

21. Policy Review

- a. [Health and Safety Policy](#)
- b. [Safeguarding Policy](#)

The Committee agreed to recommend no changes to Full Council.

Clerk to take to Full Council for approval.

22. Staffing update

REDACTED¹ (Assistant Clerk) has verbally resigned. The Committee agreed that we will not recruit another Assistant Clerk. Instead, the Clerk will work 25 hours on a permanent basis (with reduced hours during school holidays). The Clerk will update the Personnel Committee on a regular basis so recruitment of additional staff can be considered in future.

Clerk to update the Clerk job description to cover both roles and send to the Personnel Committee for feedback. Clerk to draft a letter for the Chair to sign to confirm the Clerk permanently working 25 hours.

Clerk to draft ideas for future job roles (combining caretaker/admin possibly).

¹ Employee name. Permission not received to publish.

Next Meeting

February 12th 2020 After the Planning and Strategy Committee, Small Hall, Fernwood Village Hall.

DRAFT