



EMPLOYMENT COMMITTEE

Minutes of a meeting of the Parish Council Employment Committee on Thursday 10th September 2009 commencing at 18:00 in the Parish Council Office Saddlemakers Lane Melton IP12 1PP

Present:

Cllr Mrs BK Abbott
Cllr Mr PJ Brockett
Cllr Mr AG Dunford

Cllr Mrs JE Eckersley
Cllr Miss LS Leonard [Chairman]

In Attendance:

Mr MJ Green [Clerk to Melton Parish Council]

09.13 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies.

09.14 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were no declarations or additions to the register.

09.15 PUBLIC PARTICIPATION SESSION

09.15.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.14

There were no representations.

09.15.02 To receive representations from members of the public in respect of items on the agenda only

There were no representations.

As there were no members of the public present there was no requirement to suspend standing orders

09.16 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present

09.17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH MARCH 2009

09.17.01 Amendment – replace Chairman of Recreation with Chairman of Employment

It was **RESOLVED** that with this one amendment minutes EMP(09)M1 of the meeting held on 12th March 2009 previously circulated be received, noted and signed as correct record by the Chairman.

Proposed by: Cllr Eckersley

Seconded by: Cllr Brockett

09.18 TO CONSIDER EXCLUSION OF PRESS & PUBLIC.

As there were no members of the public present it was not necessary to invoke standing order 68

09.19 EMPLOYMENT ISSUES – CLERK

09.19.01 Performance Appraisal

Noted that this was completed on 29th April 2009.

- 09.20 EMPLOYMENT ISSUES – ASSISTANT CLERK**
- 09.20.01 Resignation**
Noted the resignation of the assistant clerk with effect from 31st August 2009.
- 09.21 EMPLOYMENT ISSUES - PARK WARDEN**
- 09.21.01 Appraisal**
Noted that this will be completed during October by the Clerk to Melton Parish Council.
- 09.22 TO CONSIDER PROPOSALS FOR THE REPLACEMENT OF THE ASSISTANT CLERK TO MELTON PARISH COUNCIL**
It was **RESOLVED** that:
- 09.22.01 The Chairman of the Employment Committee to prepare a report setting out the options for the replacement of the Assistant Clerk**
- 09.22.02 The Chairman of the Employment Committee to convene an extraordinary meeting of the employment to committee to consider and adopt appropriate proposals before the end of 2009**
- 09.22.03 To increase the clerk's hours by 7 hours per week with effect from 1st September 2009 for the remainder of the current financial year**
- 09.22.04 To request the Finance Committee to fund the cost of the additional hours from reserves**
- 09.22.05 To reduce the office opening hours to 10.00 a.m. to 12.00 noon on Tuesdays to Thursdays until the end of the current financial year**
Proposed by: Cllr Eckersley **Seconded by:** Cllr Dunford
- 09.23 TO CONSIDER AND AGREE THE EMPLOYMENT COMMITTEE BUDGET SUBMISSION TO THE FINANCE COMMITTEE FOR THE FINANCIAL YEAR 2010/11**
Revised paper EMP(09)P23 tabled was received and noted.
It was **RESOLVED** that a budget submission of £30,907 as contained in the revised paper be submitted to the Finance Committee.
Proposed by: Cllr Leonard **Seconded by:** Cllr Eckersley
- 09.24 COMMITTEE CHAIRMAN'S URGENT BUSINESS**
There was no urgent business.
- 09.25 DATE OF NEXT MEETING**
Thursday 11th March 2010 in the Parish Council Office.
There being no further business the meeting closed at 18:35.

Signed: _____ Date: _____

[Chairman]