



# BRADFIELD PARISH COUNCIL

*Clerk to the Council: Mr Sean Cooke*

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## **Minutes of the Parish Council Personnel Committee Meeting held in St Lawrence Church Room on Tuesday 21<sup>st</sup> May 2024 at 7.30pm.**

**Present:** Cllr.K. Burton  
Cllr.A. Coley  
Cllr.S. Webb

**Absent:** Cllr.V.Osborne

**In Attendance:** No members of the public  
S. Cooke (Clerk)

**Note:** Minutes with an asterisk\* indicates that paperwork had been circulated in advance of the meeting.

### **PC1/24 To approve a Chair and Vice Chair of the Committee**

Chair-Cllr.Burton was proposed by Cllr.Coley, seconded by Cllr.Webb and carried unanimously. Vice Chair-Cllr.Coley was proposed by Cllr.Burton, seconded by Cllr.Webb and carried unanimously.

### **PC2/24 Apologies for absence**

There were no apologies for absence.

### **PC3/24 To receive members' declaration of interests on items that appear on the agenda**

No declarations were received.

### **PC4/24 Minutes\***

It was **RESOLVED** that the minutes of the Personnel Committee meeting held on 28<sup>th</sup> November 2023 be approved as a correct record & signed by the Chair.

### **PC5/24 Public Participation**

No members of the public were present.

### **PC6/24 Terms of Reference\***

The Personnel Committee Terms of Reference approved at the Annual Parish Council meeting dated 7<sup>th</sup> May 2024 were noted.

### **PC7/24 Local Government Services Pay Agreement 2024/25\***

The Committee noted that negotiations were in their early stages and that updates would be circulated in due course.

### **PC8/24 Exclusion of public and press**

To resolve that the press and public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S. 1(2).The **RESOLUTION** was proposed by Cllr.Burton, seconded by Cllr.Coley, and carried unanimously.

**PC9/24 Staff performance**

The Committee noted that that the Clerk had completed almost one full year of service, having started on 26<sup>th</sup> May 2023. Following a full discussion, the Committee declared themselves to be pleased with progress.

**PC10/24 Training\***

- a) The Committee noted that the Clerk had completed all of the courses required prior to the commencement of training for the CiLCA (Certificate in Local Council Administration) qualification, as well as Memorial Inspection training for Mill Lane Cemetery.
- b) The Committee considered the requirements for the above mentioned CiLCA qualification (scheduled to start in September 2024). It **RESOLVED** to recommend to full council that they approve the guidance set out in the CiLCA Portfolio Guide section 2, supplied by the Society of Local Council Clerks (SLCC), and also the information and costings from the Essex Association of Local Councils (EALC). **Action: Council**

**PC11/24 To agree a date and time for the next meeting**

To be confirmed.

There being no further business, the Chair closed the meeting at 8.08pm.

Signed.....Chair

Dated.....