

Compton Parish Council

PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held Online via Zoom on Tuesday 14th July 2020 commencing at 7:30pm.

Members Present: Ian Tong, Chairman
David Aldis
Mark Birtwistle

Members Absent: None

Officers Present: Sarah Marshman, Parish Clerk/RFO

Minutes

PER20/21-010 To receive and consider for acceptance, apologies for absence from Members of the Committee

All members of the Committee were present.

PER20/21-011 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

No declarations or requests for dispensation were made.

PER20/21-012 To receive:

**Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest**

No questions, comments or representations were received.

PER20/21-013 To approve the minutes of the Personnel Committee Meeting held on 15th June 2020

It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.

PER20/21-014 To discuss any matters arising from the minutes of the Personnel Committee Meeting held on 15th June 2020

There were no matters arising.

PER20/21-015 To consider adopting the following policies:

a) Health and Safety Policy

Resolved: To adopt the Health and Safety Policy version 1.1.

b) Grievance Procedure

An additional sentence was inserted in clause 3.3

Resolved: To adopt the Grievance Procedure version 1.1.

c) Volunteer Policy

Resolved: To adopt the volunteer policy version 1.1.

It was noted that job descriptions will need to be created for the allotment manager and flood warden roles.

PER20/21-016 A discussion regarding the effects of COVID-19 on the current working conditions was held.

There being no further business, the meeting was closed at 8:12pm.