

**MINUTES OF A MEETING OF
SOMERSHAM PARISH COUNCIL
PERSONNEL COMMITTEE**

**Held at the Norwood Building, Parkhall Road, Somersham
On Monday 17th February 2020 at 10.00 a.m.**

The meeting was closed under the **Public Bodies (Admission to Meetings) Act 1960 S1(2)**

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

PRESENT WERE: Cllr S Criswell, Cllr C Dolby, Cllr R Sutton (in the Chair) and Mrs P Bryant, Parish Clerk

1. APOLOGIES

None due.

2. COMMUNICATION & ENGAGEMENT WORKING PARTY ROLE

At the last full Council meeting Cllr Wooster produced a copy of Girton Parish News and requested it was circulated to councillors for consideration as a model for Somersham4U newsletter.

It was agreed to circulate the newsletter to councillors for consideration.

3. REVIEW OF STAFF ROLES, RESPONSIBILITIES & PROCEDURES WITH RECOMMENDATIONS

Chart of Proposals – AGREED staff actions

It was agreed the Deputy Clerk needs to work much closer with the Clerk to gain confidence & knowledge especially for the times when the Clerk is away. M Blewett also needs to focus on researching & compiling detailed projects & applying for necessary funding in conjunction with the Clerk. In order to do this some additional hours will be allocated to the part-time employee A Scriven to carry out the routine day to day tasks that have taken over essential project work.

Norwood Room Booking Diary - It was agreed the booking of the Norwood Room would be taken back into the Office as they already manage the Millennium Facilities, and this permits a degree of co-ordination between the two facilities.

Youth Club – Due to issues finding and employing qualified staff it was agreed to contract the Connections Youth Bus for a trial period term time only, Monday's 7 – 9 pm from September 2020 – July 2021. This option is becoming increasingly popular with Cambridgeshire Parish Councils.

4. UPDATE ON THE EXPIRY OF THE QUALITY GOLD AWARD STATUS

The Quality Gold Status expires in September 2020, the Council cannot seek reaccreditation due to the elected Councillor mandate, the council is below 2/3 requirement.
The next election will be in May 2022.

5. NOTICES & MATTERS FOR THE NEXT AGENDA

To add a regular agenda item titled ‘To Report on Staffing Matters of Business’

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Richard Sutton, Chairman

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