

**039**  
**GREAT COATES VILLAGE COUNCIL**

Draft Minutes of the Personnel Committee meeting held at 7.00pm in the Village Hall, Cooks Lane, Great Coates on Tuesday 28th February 2017.

Present:

Councillors Mr. G Mumby ( Chair ), Mrs D Bradwell, Mrs Y Prest, J Waite (Clerk ).

**1 To Receive apologies and reasons for absence, Ref 17/24**

None received.

**2 To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members' Register of Interests. Ref 17/25.**

No declarations were made.

Chair moved to closed session.

**3 To Consider updating the terms and conditions of village hall hire. Ref 17/26.**

The current terms and conditions were discussed, and amendments made to be put to full council at next meeting. The main change is the wording of the booking deposit to damage deposit, as it is a separate charge to the cost of hiring the hall. The cancellation policy will be made clearer.

**4 To Consider the Council Policy for Holiday pay. Ref 17/27.**

Council staff contracts were reviewed. It was resolved that in future holidays must be taken within the holiday year of April 1st to March 31st, and any hours not taken will not be paid at the end of the holiday year.

**5 Clerks Annual Review. Ref 17/28.**

Arrangements need to be put in place to cover hall bookings while the Clerk is on leave, as at present the work is taken with the Clerk and done while away.

It was resolved to ask Mr C Fawn, hall caretaker, to take the bookings and any extra hours will be paid for.

The Clerk informed the committee that she will be out of the country from 31st July to 1st September 2017. It was resolved that the August meeting would run as normal with minutes taken by an appointed person, a reduced agenda, allowing staff to be paid as normal.

The hall management takes up half of the Clerks weekly hours. It was resolved that the Clerk can claim for extra hours if needed around the time of external audit and to enable preparatory work for the VAT reclaim to be done.

Meeting closed at 8.40pm.