

# Great Coates Village Council

## Minutes of the Personnel Committee held at Bishop King Hall, Willows, Grimsby 10<sup>th</sup> June 2014

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**Present:** Cllr Ms L Cutting Cllr Mrs S Thomas Cllr J Masterton

**Apologies:** None

**Officer:** D Jackson (Minute taker)

**Public:** One member of the public was in attendance

**Declarations of Interest:** Cllr Cutting declared a personal interest in item Min no 36.

**Dispensations:** None

**14/34: Village Hall:** Council discussed the management and booking procedures for the hall and how to put in place an action plan for the future.

A member of the public asked how the Village Hall Committee would be run in the future.

**Recommended** that Cllr Cutting would deal with all bookings for now and that Cllr Thomas would deal with the finances going forward and attempt to reconcile some of the outstanding payments owed. It was also

**Recommended** that for all future bookings, a 50% (non returnable) deposit would be required with the balance paid prior to use. A bookings policy as discussed including issue of invoice, receipt and cross reference of the numbers would be instigated by Cllr Cutting

**Recommended** that in the interim, bookings could be taken on the Immingham telephone number if needed

**Recommended** that to solve a short term problem the Clerk would source consumables for the hall and Council would be invoiced later.

**Recommended** that the Village Hall would continue to exist in its own right, not being a committee of Council. They would have autonomy over their own decisions and funds. Their role would be to fundraise for the Council and

was hoped that would work closely together reporting back to Council when necessary.

## **PART 2: Private Session**

### **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**Resolved:** The Committee moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**14/35: Caretakers:** To determine the personnel details surrounding the appointment and retention of the caretakers at the village hall

**Resolved** That Committee adopted a caretaker's contract which the Clerk had provided.

**Resolved** That Cllr B Winterburn would stay as a volunteer caretaker.

**Resolved** That an attempt would be made to source another caretaker on a 6 hr pw contract on the same conditions as the existing caretaker.

**14/36: Staff Grievances:** To determine necessary progress on any outstanding matters

It was noted that no reply had been received from any staff member with an outstanding grievance, so for now there was no more that could be progressed.

**Resolved** That the matter(s) would be left pending any further contact.

### **14/37: To Determine Actions to Deal with an Outstanding Complaint**

Committee understood that an outstanding complaint was in the hands of the Council concerning a staff member. It was,

**Resolved** That the members of Committee would speak to the complainant and to the member of staff concerned and resolve the issue to both parties satisfaction

There being no further business the meeting closed at 7.49pm.