

**Great Coates Village Council**

**MINUTES OF A PERSONNEL COMMITTEE MEETING OF GREAT COATES VILLAGE COUNCIL HELD ON THURSDAY 13<sup>TH</sup> MARCH 2014 AT 2.00 PM AT THE VILLAGE HALL, COOKS LANE, GREAT COATES**

**Present:** Cllrs. B. Winterburn, Mrs. L. Winterburn and A. Bagley  
Clerk (minute taker)

**13/18 To receive and accept apologies**

None received as all present.

**13/19 To appoint Chairman for Committee**

Clerk advised that Chairman required and Cllr. B. Winterburn proposed and agreed unanimously.

**Resolved: That Cllr. B. Winterburn be appointed Chairman of Personnel Committee**

**13/20 Declaration of Interests under the Code of Conduct 2012**

Cllrs. Winterburn had declared personal interests only for purpose of recording that they were married couple.

**13/21 Exclusion of Press and Public**

**Resolved: exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information'**

**13/22 To consider appointment of staff member for job share position at Village Hall and agree necessary action including temporary cover**

Agreed that job advertisement for job share caretaker be placed in forthcoming Newsletter for Great Coates. Also agreed that advertisement be placed in Healing News (with any associated cost incurred) and also placed on notice boards within the village and on Willows and Wybers if possible. Closing date agreed of Wednesday 9<sup>th</sup> April 2014 and interview date agreed for Committee to meet and interview applicants on Friday 11<sup>th</sup> April 2014 during day and/or evening if required. Agreed appointment should be made as soon as possible if suitable candidate agreed.

Committee also asked the Clerk to place item on next full VC agenda for March 2014 for arrangements regarding temporary cover for the current vacant position.

**Resolved: That the necessary job advertisement be placed within N ewsletters As agreed and also in public areas and that interviews be held as agreed and that Item be placed on next VC agenda as requested**

**13/23 To consider grievance lodged by staff member and agree any necessary Actions**

The Clerk advised that she had an interest in this matter as the Clerk to the Council and asked for this to be noted.

This item was solely on the Agenda for members to ask the Clerk for contact details for ERNLLCA and to confirm the protocol for approaching ERNLLCA for assistance – the Clerk advised that they could be contacted by the Chairman of the Personnel Committee and gave the necessary contact details. The Committee agreed that the Chairman should contact ERNLLCA immediately after the meeting.

**Resolved: That the Chairman contact ERNLLCA as agreed.**

The meeting was closed at 2.45 pm.

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<sup>i</sup> Under Part 1 of Schedule 12A of the LGA 1972 (as amended)