Great Bentley Parish Council

**Minutes of Great Bentley Parish Council Personnel Meeting held on Tuesday 21st June 2022 at 4.00 p.m. in the Community Resource Centre Plough Road, Great Bentley.**

**Present:** Cllr Pippa Dennitts, Cllr Luke Edwards, Cllr Alison Clarke and the Locum Parish Clerk, Mr G. Walkingshaw

1. **Apologies for absence**

None

1. **Election of Chairman**

Cllr Alison Clarke proposed Cllr Luke Edwards to be chairman of the Personnel Committee.

Proposed: Cllr Alison Clarke Seconded: Cllr Pippa Dennitts

1. **To approve Policies**

The following policies were recommended to be put forward to the next parish council meeting for approval:

 Disciplinary Process Policy

 Equality/Diversity Policy

 Expenses policy

 Grievance Policy

 Sickness Absence policy

 Whistleblowing Policy

Agreed by all

1. **Recruitment of Staff**

It was agreed that the role of Parish clerk be split into 2 different roles.

Parish Clerk 20 hours a week & RFO 15 hours a week.

The RFO position would be advertised in the EALC/Village Magazine/Notice Board & Website.

It was proposed that an advert would be drafted by Cllr Pippa Dennitts for the role of RFO.

Proposed: Cllr Pippa Dennitts Seconded: Cllr Luke Edwards

1. **Date and Time of Next Meeting**

The next Personnel Committee Meeting will be held on Thursday 6th October 2022 at 6.30 p.m.

The meeting closed at 4.28 p.m.