



Minutes of the Meeting of the Personnel Committee held on 6 August 2018 at the Wonersh Sports Pavilion

Present: Cllrs C Hoy, G Payne and A Powell-Evans (in the chair).

- HR18/19 001 Election of chair of the Personnel Committee**
Cllr Powell-Evans was elected Chair of the Personnel Committee
- HR18/19 002 To receive and approve apologies for absence.**
There were no apologies
- HR18/19 003 Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.**
There were no declarations of disclosable interests
- HR18/19 004 Open meeting for *members of the public* to raise matters about personnel issues.**
There were no members of the public present.
- HR18/19 005 Consideration of action to be taken to recruit a new Clerk**
The Parish Clerk tendered her resignation with effect from 17 September 2018
The following steps to advertise the post were agreed:

Adverts to be displayed in all parish noticeboards as well as in Bramley, Shalford and Lordshill. An advert to be placed in the parish magazine. An advert to be distributed via the Blackheath e-mail system.

Action: Cllrs Payne and Powell-Evans

A previous applicant to be alerted to the vacancy.

Action: Cllr Powell-Evans

The post to be advertised by SSALC

Action: Cllr Payne

Timetable

The following timetable was agreed:

The end date for applications 24 September 2018.

The Personnel Committee will shortlist immediately after this date.

Interviews to take place before PC meeting on 11th Oct

Interim Arrangements

The following interim arrangements were agreed:

Kevin Garvey, former Clerk, to be asked if he would be willing to step in as clerk in the interim and to start on 20th Aug so he can overlap with the outgoing Clerk **Action:** Cllr Payne

Janet Crowe, former Clerk, to be asked if she could contribute any hours. **Action:** Cllr Powell-Evans

Application Pack

This was considered and Cllr Hoy agreed to make some minor adjustments and send to the Clerk.

HR18/19 006

Councillors' business and other correspondence for noting or including on a future agenda.

It was agreed that consideration of the Personnel handbook would be considered further at a future meeting

HR 17/18 007

To consider and approve, if necessary, the date of the next meeting of the Committee.

Committee to meet as necessary.

Signed: *Anne Powell-Evans*

Dated: **5 October 2018**