



## Brixworth Parish Council Minutes of the Personnel Committee Meeting

Monday 13<sup>th</sup> February at 6.30pm

Community Centre & Library, Spratton Road, Brixworth NN6 9DS

**In Attendance:** Cllr Bird (Chairman), Cllr Ware, Cllr Lunnon

**Parish Clerk:** Josie Flavell

**Members of Public:** No members of the public

### MINUTES

#### PART ONE – OPENING PROCEDURES

23/0013	<b>Welcome by Chairman</b> Chairman Bird welcomed everyone to the Personnel Committee Meeting and advised all present of the evacuation procedures.	-
23/0014	<b>Apologies for absence and acceptance of apologies for absence:</b> All present, unanimously accepted the apologies for absence from the following Committee members: <ul style="list-style-type: none"> <li>▪ Cllr Moxon</li> <li>▪ Cllr Spratt</li> <li>▪ Cllr Compton</li> </ul> Prop: Cllr Ware Sec. Cllr Lunnon	<b>Accepted</b>
23/0015	<b>Declarations of Interest</b> a) There were no declarations of any disclosable pecuniary or other interests reported. b) There were no dispensations or written requests for dispensation of DPI to consider.	-
23/0016	<b>Agree and Sign the Minutes of Previous Meeting</b> All present, unanimously RESOLVED to Chairman Bird approving the Personnel Committee Meeting Minutes dated 22 <sup>nd</sup> of December 2022, as a true and accurate record. The minutes were duly signed. Prop: Cllr Ware Sec. Cllr Lunnon	-
23/0017	<b>Public Open Forum Session</b> Due to the absence of members of the public, there were no reports to consider.	-

#### PART TWO – FOR DECISION

23/0018	<b>Peninsula HR Contract</b> a). All present, unanimously RESOLVED to recommend to Council for the Peninsula HR Contract to be terminated by the 6 month termination date of 20 <sup>th</sup> of March 2023, and for WorkNest to be approved and used in its place at a cost saving of £1,000 per annum. The Clerk is to create a report for the Full Council meeting concerning the recommendations put forward. b). Due to the above resolution, this agenda item did not require consideration or action.	JF
---------	--	----

#### Members of Brixworth Parish Council - Personnel Committee

Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,  
Councillor Sandra Moxon, Councillor Gary Spratt and Councillor Christine Ware.



When we do need to print we only use 100% recycled paper





### PART THREE – FOR INFORMATION

23/0019	<b>New Clerk</b> All present, NOTED that the Clerk had settled in well but that the current work load is quite high. The Clerk reported that a review needs to be conducted in 5/6 months' time concerning this matter and a decision then made to determine whether another part-time Administrative Assistant is required. All present, unanimously agreed to this course of action.	-
23/0020	<b>Budget Review</b> All present, reviewed the current budget and agreed it is healthy and adequate enough to see Council through to the end of the current financial year.	-

### PART FOUR – CONFIDENTIAL MATTERS

23/0021	<b>EXCLUSION OF THE PRESS AND PUBLIC</b> Pursuant to the Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, all present, RESOLVED to exclude the press and public from the meeting, to enable the Committee to discuss agenda items 23/0022(a) and (b), which being of a confidential nature are prejudicial to public interest by reason of the confidential business to be transacted (meeting papers for Members only).  There were no Press or members of the public to request to leave the meeting.	-
---------	---	---

### PART FIVE – CONFIDENTIAL MATTERS

23/0022	<b>Staff Appraisals and Performance</b> a. An update was received from the Clerk, as per the confidential report circulated to the Personnel Committee prior to the meeting. b. All present, RESOLVED to approve the proposed actions, with the Clerk to complete all necessary documentation and to report back to the Personnel Committee in due course. Prop. Cllr Bird Sec. Cllr Ware	JF
---------	--	----

There was no press or members of the public to be invited back into the meeting.

### PART SIX – CLOSING PROCEDURES

23/0023	<b>Next Personnel Meeting</b> a) There were no items reported. b) The Clerk agreed to email the Personnel Committee with the date of the next meeting due to the new Council meeting calendar having only just been created.	JF
---------	--	----

*In the absence of further business, the meeting closed at 19:22pm*

Signed as a true and accurate record:

.....  
Jackie Bird - Chairman  
**Brixworth Parish Council**  
Date: 26<sup>th</sup> April 2023

Minutes Prepared by:  
Josie Flavell  
Parish Clerk

**Brixworth Parish Council**  
T: 07983 141786

E: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)

**Members of Brixworth Parish Council - Personnel Committee**

Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,  
Councillor Sandra Moxon, Councillor Gary Spratt and Councillor Christine Ware.

**When we do need to print we only use 100% recycled paper**

