

**Minutes of Cherry Willingham Parish Council's Employment Committee,**

**held remotely using Google Meet, on Thursday 11 June 2020, at 11am.**

**Present:** Cllr Palmer (Chairman) Cllr Mellor (Vice-Chairman) Cllr Brylewski, Cllr Bucke, Cllr Fleetwood, Cllr Scott and Cathy Doggett (Parish Clerk)

(Cllr Scott did have some connection problems during this meeting and Cllr Fleetwood joined for the later part of the meeting.)

**No Members of the Public were in Attendance**

**1. Apologies for Absence**

Apologies were received from Cllr Fleetwood and the RFO, Christine Hodgson.

**2. Councillors declarations of interest, gifts and hospitality**

None

**3. To Receive the Notes of the Employment Committee held on 24<sup>th</sup> January 2020**

The minutes from the last meeting were approved as a true record and they were to be signed by the Chairman, when possible.

**Proposed: Cllr Mellor. Seconded: Cllr Brylewski. All in Favour**

**4. To Update the Current Position on the Draft Health and Safety Policy**

Due the coronavirus pandemic Cllrs Mellor and Burge had been unable to progress this agenda item This agenda item was to be carried over to the next meeting.

**5. To Resolve to Move into Closed Session  
(in accordance with the Public Bodies Admission to Meetings Act, 1960) due to  
the confidential nature of the business to be discussed in relation to the  
following matters:**

**Proposed: Cllr Scott. Seconded: Cllr Bucke.**

**i. To Resolve on whether, or not to create a New Litter Picking/Street Maintenance/Warden Post.**

A roughly 50:50 vote on this matter had been received from the recent Leisure and Amenities Committee Meeting.

On a zero hours contract, the ease of calling a person when a job needed doing in the Village was discussed, as opposed to using large expensive

firms to provide quotations. It was proving difficult to get three quotes for a job. In the winter the person would not be needed much.

Chris Moses (the parish council's Employment Advisor) had been consulted and he had suggested that the council could employ someone on a zero hours contract. Chris Moses had advised that this post did not have to be advertised externally, but that it did have to be advertised internally. The possibility of advertising the position in the Cherry News, after the full council meeting was discussed.

**It was RESOLVED that a request for the employment of a Handyman on a Zero Hours contract should be taken to the next Full Council Meeting.**

**Proposed: Cllr Mellor. Seconded: Cllr Brylewski. All in Favour.**

ii. - **To Review the Job Descriptions of the Clerk and RFO**

The Clerk and RFO had not got job descriptions. Cllrs Brylewski, Palmer, Mellor and Scott to review. **ACTION**

The last job description for the Clerk was dated 2012 and had been designed for Michele Vail. The job description had not grown with the job.

**ACTION:** Clerk to find a 20 Hour job description for the Clerk, on the main computer, and to send a copy to Cllrs Scott and Bucke.

At this point in the meeting, Cllr Brylewski went to speak to two youth's on St Paul's, but maintained a connection with the meeting.

**ACTION:** After Cllrs had time to review the proposed Clerk's job description, the Chairman stated she should send a copy to the Clerk and RFO.

iii. **To Receive any Update on any Other Staff Employment Matters and Resolve on any Action to be Taken**

The Clerk left the Virtual Meeting at this point.

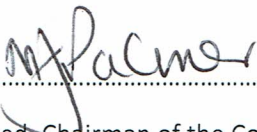
Please see the Pink Notes for further details.

6. Any Other Matters to Report for Inclusion in the Next Agenda.

Health and Safety and Job descriptions.

7. To Confirm a Date for the Next Meeting

As required.

  
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Signed, Chairman of the Committee

2. 9. 2020  
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Dated