

**Minutes of Cherry Willingham Parish Council's Employment
Committee.**
Held at The Millennium Hall on Monday 8th November 2021 at 10am.

Present: Cllr Bucke (Chair), Cllr Palmer, Cllr Burge, Cllr Brylewski, Cllr Fleetwood, Cllr Mellor and Cllr Scott.
Gill Shaw - Clerk Mrs Christine Hodgson - RFO

No Members of the Public were in Attendance.

1. **Apologies, including to accept them and the reasons for absence, where given.**
All present.
2. **Councillors declaration of interest, gifts and hospitality**
None.
3. **To receive the notes of the Employment Committee meeting held on 21st September 2021 and agree for it to be signed as a true record**
It was **RESOLVED** to defer until the next meeting as the Chair was awaiting clarification from LALC in respect of a conversation that had been requested to be included.
4. **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.**
It was unanimously **RESOLVED** to move into Closed Session.
Please see the Pink Notes for further details.

Signed.....

Dated.....

**Confidential Minutes of Cherry Willingham Parish Council's
Employment Committee Held at The Millennium Hall on Monday 8th
November 2021 at 10am.**

Present: Cllr Bucke (Chair) Cllr Palmer, Cllr Burge, Cllr Brylewski, Cllr Fleetwood, Cllr Scott and Cllr Mellor.

1. To review the Lone Worker Policy and the Employment Committee's Terms of Reference and agree any actions.
It was **RESOLVED** to agree the policy subject to full council approval
2. To review the security of the Clerk whilst working alone at Millennium Hall.
Various safety measures were discussed and the Clerk and the RFO confirmed that they were happy with the security measures agreed by the Village Improvement Committee (replacement lock, key security box, an 'office open' sign and for the installation of a hatch between the office and the main office).
3. Any other matters to report for inclusion in the next agenda.
It was recommended that all councillors attend specialist training for committees as well as general councillor training.
4. To confirm the date for the next meeting.
To be confirmed.

Signed.....

Dated.....