



TATWORTH AND FORTON PARISH COUNCIL

Minutes of the Personnel Committee Meeting of Tatworth & Forton Parish Council Held on 20th February 2025 at 6.15 pm At St John's Church Rooms Tatworth Memorial Hall.

Present: Councillors S Adams, P Chapple, R Down, K Patay, P Rosser and R Wardell

Clerk N Tinley

There were no Members of the Public and no members of the press present.

The meeting was initially chaired by Council Chairman R Down.

01/25 Apologies for absence

Councillor C Brown – Childcare issues

02/25 Declarations of interest

None.

03/25 Election of Personnel Committee Chairman

Councillor R Down nominated Councillor K Patay as Chairman, Seconded by Councillor P Chapple.

There were no other nominations. All in favour.

RESOLVED: Councillor K Patay has been voted in as Chairman of the Personnel Committee and has accepted the role.

Councillor K Patay took over as chair of the meeting

04/25 To approve and sign as a correct record Minutes of the Personnel Committee Meeting held on 21st November 2024

Proposed by Councillor R Wardell, Seconded by Councillor R Down. All in favour with 2 abstentions (not at last meeting).

RESOLVED: That the Minutes of the Parish Council Personnel Meeting held on 21st November 2024 be signed as a correct record.

05/25 To appoint working party to prepare and conduct Staff performance appraisals

Proposed by Councillor R Down, Seconded by Councillor S Adams. All in favour.

RESOLVED: Councillors K Patay, P Rosser and C Brown to form a sub-committee to prepare and action staff appraisals.

There was a request that Clerk succession planning be placed on the next agenda as a confidential item.

06/25 To approve additional 10 hours per month for the Parish Clerk if workload requires it. Time Sheets to be forwarded to the Personnel Chairman quarterly

The Clerk explained that the workload was such that he needed additional hours to keep up to date. He was owed 6 hours from last month and to take time off in lieu could make matters worse. He does not anticipate that the maximum 10 hours will be needed every month. This does not increase his contracted hours.

Proposed by Councillor K Patay, Seconded by Councillor S Adams. All in favour.

RESOLVED: The Clerk will be paid for an additional 10 hours a month if the workload requires it. The Personnel Chairman will check the time sheets quarterly.

07/25 To approve staff employment policies for recommendation to full council. These have been taken from Somerset Association Local Councils website and proof-read by Councillor Rosser

The Clerk thanked Councillor Rosser for proof-reading the policies to ensure that SALC policies relate to this Parish.

Proposed by Councillor P Rosser, Seconded by Councillor R Wardell. All in favour.

RESOLVED: The Staff Policies will be recommended to the full Council for adoption.

08/25 Date of Next Meeting – 24th April 2025

Meeting closed at 6:55pm