



SANDGATE PARISH COUNCIL
Minutes of the Personnel Committee Meeting held on
Wednesday 5th February 2014 at 2.30 pm

Present:	Chairman	Cllr R Bliss
	Councillors	Jan Holben, Gary Fuller
	Clerk	Mrs A Oates

These Minutes will only be deemed to be a correct record of the meeting when approved and signed at the next meeting

No members of the public attended. The meeting started at 2.30pm.

- 1. Apologies for absence:** none, all were present
- 2. Declarations of Interest** – there were none
- 3. Minutes of the last meeting** – the minutes of the meeting held on 6th January 2014 were agreed and signed as a true record.
Proposed by: Cllr R Bliss
Seconded by: Cllr G Fuller
All agreed
- 4. New permanent post for a clerk's assistant**
 - 4.1 Cllr Fuller agreed to draft the contract; the clerk would send another electronic of her contract for reference.
 - 4.2 The clerk produced a draft Job Description, which was agreed subject to two changes:
 - at 3.1 the text should read: 'Attend the parish council office a minimum of 16 hours a week.';
 - at 4.3 the text should include: 'posting to the website' after 'maintaining records, stationery'. *The amended document is marked Appendix 1.*
 - 4.3 The clerk produced two versions of a Person Specification. Members agreed to go with the style in version 1, with various changes. *The amended document is marked Appendix 2.*
- 5. Advertising the post**
 - 5.1 The clerk produced a schedule of dates and advertising costs. The timeline was agreed, subject to the inclusion of a date to shortlist applications and the interview date was fixed for 12th March. The members were asked to keep the whole day free for the interviews. *The amended document is marked Appendix 3.*
 - 5.2 The clerk produced various samples of the advertisement. Members agreed the wording for display on the parish council's website, KALC's website and for the mailout to the council's database contacts, together with a second shorter version for the newspapers. *The document with the two versions is marked Appendix 4.*
 - 5.3 It was agreed that a 5cms x 2 columns advertisement would be placed in both the local Herald and Express newspapers and on both papers' websites. The total cost would be £255.00. The clerk was also asked to look at costs for advertising with KOS Media.

5.4 Cllr Fuller agreed to produce two score sheets – one for shortlisting the applications and one for scoring the interviews.

6. **Review of clerk's contract and job description** – this was deferred to the next meeting.
7. **Correspondence** – there was none.
8. **Information** – there was no other information.
9. **Date of next meeting** – this would be Monday 10th March 2014 to shortlist the applications. Members were reminded that the date for the interviews would be Wednesday 12th March.

The meeting ended at 3.55pm

Signed by the Personnel Committee Chairman.....Date.....