

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
PARISH CLERK
THE WILLOW CENTRE
CRINGLEFORD
NORWICH NR4 7JJ

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PERSONNEL COMMITTEE

Notes of the Meeting of the Personnel Committee held on Tuesday 25 February 2025 at midday at The Willow Centre, 1-13 Willowcroft Way, Cringleford, NR4 7JJ.

Attendees:-

Dagmar Miller (in the Chair), Trevor Wang, Simon Chapman

In attendance - Sonya Blythe (Parish Clerk).

1 To receive apologies for absence / Declaration of interest.

Apologies were received and accepted from Christina Fielding

No declarations of interest were made.

2 To approve the minutes of the last meeting from 6 August 2024

The minutes of the previous meeting were **agreed** as an accurate record and approved, subject to the following amendment to item 4:

“Taking the updates into account, the policies ~~was~~ were approved”.

3 To consider matters arising

Actions had been completed other than item 4, which would be brought to the August meeting.

4 To consider and approve updated policies:

The updated Receipt of Gifts to Staff policy was received, and minor updates made. The receipt of gifts form would be added to the policy for staff to complete. The amended policy was **approved** by Councillors.

Clerk to complete

5 To confirm maternity leave cover plans

The dates of a member of staff's forthcoming maternity leave were confirmed to Councillors. The position would be advertised on the same scale and same total hours as the current post holder.

It was confirmed that maternity pay had been built into the budget.

- 6 To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).**

Not required.

- 7 To consider any contractually confidential items in relation to item 5, if required necessary**

Not discussed.

Meeting closed at 12.35