

GALLEYWOOD PARISH COUNCIL
MINUTES OF THE PERSONNEL MEETING
HELD AT THE KEENE HALL – RON WHITE ROOM – GALLEYWOOD
on Tuesday 14 May 2024 at 10.00am
Formal acceptance will take place at the next Committee Meeting

Present:

Councillors: N Paul, J Potter, and S Troop (Chairman)

In attendance: Clerk

24-102 Apologies and Reasons for Absence

RESOLVED that an apology of absence was received and accepted from Councillor(s): McQuiggan

24-103 Declaring of Interests and Dispensations

There were none.

24-104 Public Participation Session with respect to items on the agenda

There were none.

24-105 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 14 March 2024 were a true and accurate account were signed by the Chairman.

24-106 Exclusion of the Press and Public

There were none.

24-107 Personnel Matters

a. Members discussed issues relating to the code of conduct.

RESOLVED that appropriate action would be taken by the Chairman.

b. Members considered a Flexible working request.

RESOLVED that the committee considered a flexible working application from the Parish Clerk to work Tuesday and Thursday in the office and Monday, Wednesday and Friday at home. The committee feels that the Clerk needs to work in the office at least three days a week. An extraordinary Full Council meeting will be arranged for 4 June 2024 at 6pm to progress this recommendation.

24-108 Training

Members considered the request for several training courses.

RESOLVED that:

a. Cllr McQuiggan be approached to assist the Clerk with CCTV systems.

b. Two online Training Courses would be attended by the Clerk and Admin Assistant at a total cost of £75.

There being no further public business to be transacted, the Chairman closed the meeting at 11.50am.

Signed Chairman

Dated

