

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE POLICY AND PROCEDURES COMMITTEE**  
**HELD ON MONDAY 1<sup>ST</sup> SEPTEMBER 2014 AT 11.30PM. IN THE**  
**RECREATION GROUND PAVILION, MAIN ROAD, COLDEN COMMON**

**Present** Cllr Maggie Hill (Chair)  
Cllr Richard Izard

Cllr Paul Bryant  
Cllr John Tudor (item 6/14)

**Apologies**

**In attendance** Debbie Harding (Clerk)  
Cllr John Carry

**PP01/14    APOLOGIES**

Cllr opened the meeting. No apologies were received.

**PP02/14    DECLARATIONS OF INTEREST**

No declarations of interest were declared

**PP03/14    TO ELECT AN CHAIR FOR THE COMMITTEE**

*Cllr Izard nominated Cllr Hill as Chair for the Committee, proposed by Cllr Richard Izard, seconded by Cllr Paul Bryant and carried.*

Cllr Hill took the Chair.

**PP04/14    TO ELECT AN VICE-CHAIR FOR THE COMMITTEE**

*Cllr Paul Bryant was nominated as Vice Chairman of the Committee by Cllr Maggie Hill, seconded by Cllr Izard and carried.*

**PP05/14    TO RECEIVE ANY QUESTIONS FROM ANY MEMBERS OF THE PUBLIC**

No members of the public were present.

**PP06/14    TO CONSIDER THE EMPLOYMENT STRUCTURE AND JOB DESCRIPTIONS FOR PARISH COUNCIL GROUND STAFF AND MAKE A RECOMMENDATIONS TO THE FULL PARISH COUNCIL FOR APPROVAL.**

After much discussion and debate a broad agreement was made in principle that the requirement to manage the sports pitches and open spaces in the village was for at least two full time members of staff.

It was felt however that the job task analysis should be split into months instead of Summer / Winter tasks. The Clerk will produce this document for the next meeting. Clerk

On this basis the Committee are unable to make a formal recommendation to the Full Parish Council this evening.

Cllr Hill presented draft job descriptions and personal specifications which were amended slightly and then agreed. These will also go to the Full Parish Council for approval at a later date with formal recommendation from this Committee prior to the meeting on the 6<sup>th</sup> October.

**PP07/14     TO AGREE THE RECRUITMENT PROCESS AND MAKE RECOMMENDATIONS TO PARISH COUNCIL FOR APPROVAL**

A procedure for recruitment and appointment with delegated powers was discussed a copy of which is attached to these minutes.

At the next meeting of this Committee a formal recommendation will be agreed for adoption by the Full Parish Council.

**PP08/14     TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT UNDER SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972.**

The Committee broadly reached an agreement on proposed fixed salaries for the proposed grounds staff roles of a formal recommendation will be agreed for recommendation to the Full Parish Council at the next meeting.

The salary will be fixed with a cost of living incremental detailed in the contract.

**PP09/14     TO AGREE MATTERS FOR THE NEXT MEETING**

The meeting closed.