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| 3 December 2019 18.30 |

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| **Members of the Council present:**J Baker, M Roberts and J Weaver  |

| **ITEM NUMBER** | **ITEM TOPIC** | **DECISION** |
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| **SC03/01/19** | **APOLOGIES FOR ABSENCE** |  |
|  | Apologies were approved from Cllr C Oliver. | Approved |
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| **SC03/02/19** | **DECLARATION OF INTEREST** |  |
|  | Councillors did not take part in any discussions involving their declaration of interests below:Cllr A Cecil: Member of Hazlemere Community Association.Cllr J Horton: Member of Hazlemere Football Club and Hazlemere Sports Association.Cllr C Oliver: Trustee of Hazlemere Sports Association.Cllr M Roberts: Member of Hazlemere Bowls Club, Hazlemere Sports Association and Bucks County Council Pension Scheme.Cllr J Pritchard: Employee and Member of Hazlemere Community Centre.Cllr A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension Scheme. Cllr D Thompson: Member of Hazlemere Fete Committee and Wycombe Sound Radio Station.Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust. | NotedNotedNotedNotedNotedNotedNotedNotedNoted |
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| **SC03/03/19** | **PUBLIC SESSION**  |  |
|  | There was no participation. | Noted |
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| **SC04/03/19** | **EXCLUSION OF THE PRESS AND PUBLIC 19.01** |  |
|  | **It was resolved** **in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.**  | Approved |
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| **SC05/03/19** | **STAFFING MATTERS** |  |
|  | **It was resolved that the Clerk be asked to:*** **progress the advice through its Employment Consultant and to arrange for the relevant information to be sent as appropriate;**
* **arrange for job evaluations to take place for the Clerk and the Clerk’s Assistant to presented to the next Staff Committee Meeting to enable a new appraisal process to be implemented;**
* **cancel the Staff meeting with the Chairman of the Staff Committee and Staff and to rearrange it for after the job evaluation process has been approved;**
* **recruit a new part time administration assistant in January 2020; and**
* **prepare a spreadsheet with timescales for Contractors and place on the shared Parish Council drive.**

**The Hazlemere Parish Council Contingency Planning Report, in the event of unscheduled staff absences be approved. Recommendations for a Staff Christmas Bonus will be considered by Full Council on 3 December 2019. Annual Pay Reviews will be considered at Full Council on 4 February 2019 to be effective 1 April 2020.** | ApprovedApprovedApprovedApprovedApprovedApproved |
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* The meeting finished at 19.30
* The next Full Council Meeting is 7 January 2020 at 20.00
* The next Staff Committee Meeting 8 January 2020 at 18.30