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**MINUTES OF A MEETING OF THE PAY & PERSONNEL SUB-COMMITTEE OF  
BARTON-LE-CLAY PARISH COUNCIL  
MONDAY 20<sup>TH</sup> FEBRUARY 2017 COMMENCING 7.30PM AT THE VILLAGE HALL**

**Present:** Cllrs Mrs B Thomas (Chair), Mr L. Davison-Williams and Mr D. Gunter.

**Minutes:** Mrs A Merryweather (Clerk)

1. **APOLOGIES FOR ABSENCE** – Cllrs Mr M. Wright (Vice Chair) and Mr J. Selley.

2. **SPECIFIC DECLARATIONS OF INTEREST** – None Received

3. **APPROVAL OF MINUTES 28<sup>TH</sup> NOVEMBER 2016**

3.1 PROPOSED by Cllr Thomas, SECONDED by Cllr Gunter and CARRIED 2 IN FAVOUR and 1 ABSTENTION.

4. **MATTERS ARISING** – None raised.

**EXEMPT BUSINESS** – Cllr Thomas passed the Resolution to exclude members of press and public from debate on agenda items 5, 6, and 7 (Standing Order 67). That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

The Clerk left the room whilst item 5 was being discussed due to the confidential nature.

8. **SET UP A BURIAL GROUND WITNESS PROCEDURES**

8.1 Cllr Davison-Williams estimated there were 40 funerals per year; previously the witnessing had been part of the Burial Ground attendant role. Following discussion Cllr Davison-Williams offered to write up Burial Witness procedure notes with the Clerk. **ACTION:** Cllr Davison-Williams to prepare procedure notes with the Clerk. The Clerk to shadow the Groundsman to observe the interment of ashes process.

9. **DISCUSS RECRUITMENT OF BURIAL GROUND WITNESS AND DRAFT A JOB DESCRIPTION**

9.1 Cllr Thomas asked the committee to consider whether they needed to employ a person as a witness or whether existing staff could take on the duty. The Clerk expressed concern on the time required if allocated to office staff. **ACTION:** Further discussion required, defer to next meeting.

10. **CONSIDER LEGIONELLA TRAINING FOR STAFF AND APPROVE COSTS**

10.1 The Clerk outlined the requirement for 2 operatives and 1 responsible officer to be considered for Legionella Awareness Training, in order to comply with Health & Safety regulations.

10.2 The Clerk reported that On-site course costs started from £300, but had viewed on-line courses available with Cllr Gunter for a cheaper option. Cllr Gunter recommended the ‘Feedwater’ on-line course as a reputable firm that would meet the required H&S standards. Cllr Gunter PROPOSED to approve the cost for 1 Clerk and 2 Groundsmen to complete the on-line Feedwater Legionella Awareness training at a total cost of £195 + VAT, SECONDED by Cllr Thomas and CARRIED 2 IN FAVOR and 1 ABSTENTION. **ACTION:** Clerk to arrange training for the 3 staff.

11. **SET A DATE TO DISCUSS PENINSULAR CONTRACT ONLY**

11.1 It was decided that due to members being absent from the meeting a date would be set at Full Council. **ACTION:** Clerk to include on the Full Council agenda in March.

12. **ANY OTHER BUSINESS OF AN URGENT NATURE** - None raised.

Meeting Closed 8.35pm

