

**BROCKWORTH PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON WEDNESDAY 16 FEBRUARY 2011 AT 6.30PM AT BPC OFFICES**

Present: Mrs. J Flounders (Chair), J Hunt; Mrs J Perez, J Clarke, Mrs C Neal; Mrs. J Shirley (Parish Clerk)

Members of Public Present: None

Members of Press Present: None

089/PC TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Furolo.

090/PC MINUTES

The minutes from the Personnel Committee meeting held on 4th August 2010 were approved and signed.

091/PC SEPARATE BUSINESS

The Chairman will move the adoption of the following resolution:

That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

Staff Appraisals

The committee requested that the Clerk ensure all the appraisals are signed by the appraisees.

The committee reviewed each appraisal in turn and agreed that they were a fair assessment. Cllrs Clarke and Neal will undertake the Clerk's appraisal which will be reviewed at the next personnel committee meeting. **Action: Cllr Clarke and Cllr Neal.**

Training Needs for 2011/12

The committee reviewed the list of training needs for 2011/12 and agreed the following courses:

AED & Oxygen £40 + VAT each

Mrs Shirley – 28th June 2011 1-3pm at St John's Ambulance

Mrs Price – 4th November 2011 1-3pm at St John's Ambulance

Clerk – The Knowledge £80 + VAT

Mrs Bennett – 27th April 2011 all day

Fire Extinguisher Training

Intermediate 2 hour course with Cleeve Fire Protection Ltd at £250 + VAT for 10 people.

Training takes place at customer site and travel expenses of 50p per mile charged in addition to training fee. Clerk to arrange a date for all staff and offer the 3 remaining places to the office tenants.

The committee noted that GAPTC offer Good Councillor Training at £65 + VAT person if more than 2 booked. BPC will potentially have 17 new councillors from May and they will all require the training.

092/PC DATE OF NEXT MEETING – Wednesday 20th April 2011 at 6.30pm to review the Clerk's appraisal.

The meeting closed at 7.00pm.

Signed

Date