

**BROCKWORTH PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON MONDAY 8 AUGUST 2011 AT 2.00PM AT BPC OFFICES**

Present: J Hunt (Chair); R Furolo, Mrs S Lefevre-Wellard, Mrs C Neal; Mrs. J Shirley (Parish Clerk)
Members of Public Present: None
Members of Press Present: None

103/PC TO RECEIVE APOLOGIES FOR ABSENCE
Apologies had been received from Cllr J Perez.

104/PC MINUTES
The minutes from the Personnel Committee meeting held on 25 July 2011 were approved and signed.

105/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.

The committee discussed various staffing matters and identified a training need for the building administrator and it was agreed that the Clerk should look into customer services courses available locally. **Action: Clerk.**

The committee agreed that to improve parish council and community centre communication, the Clerk would deal with all parish council related activities and the building management committee would communicate it's instructions through the Clerk for the building administrator to carry out. The Clerk was instructed to improve the building administrator's knowledge of parish council tasks carried out by the Clerk's office to ensure that the parish council has full administrative coverage in the absence of any member of staff. **Action: Clerk.**

It was suggested to the Clerk that she carry out regular staff meetings to keep the staff updated on all parish council matters. **Action: Clerk.**

106/PC DATE OF NEXT MEETING – 17th August 2011.

The meeting closed at 3.15pm.

Signed

Date