

SAWSTON PARISH COUNCIL

MINUTES MEETING OF STAFF MANAGEMENT AND H & S COMMITTEE

15 July 2010

PRESENT: Chairman: E C Murray Clerk: Mrs J F Keeler

<u>Councillors:</u>	<u>Office Staff</u>	<u>Groundstaff</u>
Dr D R Bard	Mrs G A Pack	Mr A R Poole
Miss S E Clarke		Mr R Hatfield
Mrs S A Hatton		Mr A Wilson
M J R Mallows		
		<u>Villageman</u>
		Mr M Roughead

1 APOLOGIES FOR ABSENCE

None

2 DECLARATION OF INTEREST FOR THIS MEETING

None were declared.

3 MINUTES

The minutes of the meeting held on 1 March 2010 were read, confirmed and signed.

PROPOSED to **ACCEPT** : Councillor Dr D R Bard
SECONDED by : Councillor Mrs S A Hatton
VOTE: 4 FOR : 1 ABSTENTION

4 MATTERS ARISING – new information only

None

5 MANAGEMENT REPORT

It was **PROPOSED** by Councillor Dr D R Bard and **SECONDED** by Councillor Mrs S A Hatton to **ACCEPT** this report (see sheet attached to the signed minutes)

VOTE: 4 FOR : 1 ABSTENTION

6 COMMENTS FROM STAFF AND COUNCILLORS

Mr A Wilson

Mr A Wilson advised the Committee that he was due to finish his college course in September 2010.

Mrs G Pack

Mrs G Pack commented that she had been a little apprehensive about working with a new Clerk but was pleased that her fears were unfounded as it was a pleasure to work with Mrs Jo Keeler and that she was sure it would continue to be a good partnership.

The Groundstaff and Snr Assistant Parish Clerk left the meeting

7 H R POLICIES

The Committee discussed the new policies that had been provided by Abbey HR.

It was agreed that new contracts will be provided for all staff as there were some changes that it was felt needed amending. The Clerk will meet with Abbey HR on 2 September 2010 to discuss and update policies before taking to Full Council. Councillors will be able to see copies of all the policies in the Office.

It was also agreed that in future the meeting is to be called 'Staff Management and H & S Meeting'

8 AGENDA ITEMS FOR NEXT MEETING

None

Meeting closed at 12.40pm