

SAWSTON PARISH COUNCIL

MINUTES MEETING OF STAFF MANAGEMENT AND H & S COMMITTEE

24 September 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>Villager</u>
		Mr M Roughead

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Mr M Francis.

2 DECLARATION OF INTEREST FOR THIS MEETING

None were declared.

3 MINUTES

The minutes of the meeting held on 15 July 2010 were read, confirmed and signed.

PROPOSED to **ACCEPT** : Councillor Dr D R Bard
SECONDED by : Councillor Mrs S A Hatton
VOTE: 5 FOR : (UNANIMOUS)

4 MATTERS ARISING – new information only

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: 5 FOR : (UNANIMOUS)

5 COMMENTS FROM STAFF AND COUNCILLORS

Mr A Wilson

Mr A Wilson advised the Committee that he had finished attending College and was in the process of completing his work.

Mr A R Poole

Mr A R Poole reported the ROSPA was now complete and had been handed back to the Clerk.

The Groundstaff and Snr Assistant Parish Clerk left the meeting

6 H R POLICIES

The Clerk and Councillor Miss S E Clarke had met with Abbey HR with a view to going through all the policies and made change they felt were relevant. The other Councillors on the Committee had received copies to read and make comments.

It was ***PROPOSED*** to ***RECOMMEND*** to Full Council by Councillor Dr D R Bard and ***SECONDED*** by Councillor Mrs S A Hatton that the amended policy handbook will now be taken to the next Full Parish Meeting in October 2010.

VOTE: 5 FOR : (UNANIMOUS)

7 AGENDA ITEMS FOR NEXT MEETING

None

Meeting closed at 10.45am