

Page 54 (2024/25)

Minutes of a meeting of the '**Personnel & Data Protection Committee**' of **Blakeney Parish Council** which was held on **Tuesday 4th February 2025 at 6pm** in the Parish Office.

Present:- Rosemary Thew (Chairman), Nigel Sutcliffe, Jenny Girling, Samantha Arlow, Judy Pegden & Iain Wolfe.

Clerk:- Tracey Bayfield

Public:- 0

Did not attend:- 0

Guest:- Richard Bishop

1. There were no **Apologies** for absence.
2. There were no **Declarations of Interest** in relation to any item on the agenda, or any requests for dispensations.
3. **Open Public Session** – None.
4. **Resolved** that the **Minutes** of the meetings held on Monday 25th November 2024 are to be signed as a true record.
5. **Confidential Business – Exclusion of the Press & Public – Resolved**; *Due to the confidential nature of the business about to be transacted (employment matters), it is proposed that the press and public are now excluded and they are instructed to withdraw. (Admission to Meeting Act (Public Bodies) 1960.*
6. The following items were each considered in relation to the **Clerks Contract of Employment**;
 - i) **General update – PAYE & Contract obligations; ie. overtime rates (Green Book Employment Terms)** to be met & backdated. **Resolved** that further independent advice is needed in order to consider this fully.
 - ii) **Resolved** that full consideration of the **Clerk/Responsible Finance Officer Job Description** is deferred to the next meeting, due to time limitations this evening.
 - iii) **Resolved** that full consideration of the **Parish Clerk/Responsible Finance Officer Person Specification** is also deferred to the next meeting, due to time limitations this evening.
 - iv) **Job evaluation** will be undertaken as soon as point ii above has been agreed.

Meeting closed at 6:57pm.

Chairman _____