

Report of the Organisation, Methods and Personnel Committee

The Committee met at 7.00 pm on **Monday 13th August 2018** in Committee Room 1 at the Parish Hall, Great Baddow. Councillor Mrs S Young chaired the meeting.

Present: Councillors Mrs S Young, Mrs C Shaw, Mrs D Ronaldson, K Ronaldson, Mrs J Sosin and A Sosin

In attendance: The Clerk of the Council

265/18 Apologies for Absence

Apologies for absence were received from Cllrs G Jarvis and Mrs V Chiswell

266/18 Declarations of Interests

There were no declarations of any Disclosable Pecuniary Interests, Other Pecuniary Interests or Registerable Non Pecuniary Interests.

267/18 Private and Confidential

It was resolved that the meeting would be closed to the public and press under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted in the following items. Proposed by Cllr Mrs S Young, seconded by Cllr Mrs C Shaw and agreed unanimously.

268/18 Caretaker

The Clerk tabled a revised job profile for the caretaker incorporating some additional tasks which could be included when the Bell Centre closed. The revised hours would be 20 per week. This was proposed by Cllr Mrs Sue Young, seconded by Cllr Mrs Chris Shaw and agreed unanimously.

The Clerk was asked to circulate details of the salary scale and have the revised role evaluated.

The Clerk will also seek clarification from Wirehouse.

There being no further business the meeting was closed at 7:40pm

Signed..... *J E Sosin* Chairman..... *10/12 September 2018* Date