



Minutes of the Organisation, Methods and Personnel Committee

The Committee met at 8:00 pm on **Monday 15th July 2019** in Committee Room 1 at the Parish Hall, Great Baddow. Councillor S Young chaired the meeting.

Present: Councillors S. Young, C Shaw, J Sosin, D Ronaldson, K. Ronaldson, V Chiswell

In attendance: Clare Milligan The Clerk of the Council

262/19 Apologies for Absence

Apologies for absence were received and agreed from Cllr E Ball.

263/19 Declarations of Interests

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

264/19 Minutes

The minutes of the meetings held on 15th April 2019 and 12th June 2019 were agreed and signed. Proposed by Cllr S Young and seconded by Cllr C. Shaw.

265/19 Public Question Time

There were no members of the public present

266/19 Clerk's Report

Nothing to report

267/19 Accidents and Incidents

The Clerk advised that there were no incidents to report.

Accidents:

1. An unauthorised use of a council ladder by a hall hirer had resulted in the person falling from the ladder. The Clerk investigated and an ambulance was called. The person had soft tissue damage. The ladders are out of bounds for any hall user and now secured by means of a chain and padlock.
2. A hall user had slipped and fallen on their way to the hall in the alley way between Maldon Road and Tyrells Way. They came to the office and First Aid was provided by the appointed First Aider.

There has been a total of 41 days sick leave over the last 3 months but no one individual had triggered the process for the Manage Absence policy to be instigated.

A handwritten signature in blue ink, appearing to be "VC", is located in the bottom right corner of the page.

268/19 Training Plan

The Clerk distributed the training plan for 19/20 which includes all staff and councillors. The Clerk was asked to look at what mandatory training is needed for staff, to produce a list and set up a rota for this being undertaken.

269/19 Matters for Information

None

270/19 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 S Young and seconded by Cllr V Chiswell and agreed unanimously.

271/19 Staffing Update

The Clerk gave an update on all staffing issues.

There being no further business the meeting was closed at 8:30pm

Signed.....*V. Chiswell*.....Chairman.....*5/8/19*..... Date