



**Kennington Parish Council
Oxfordshire
Minutes of the Personnel Committee meeting
held Wednesday 29 January 2025 at 7:45pm
in Kennington Village Centre**

Present: Cllr. Brown Cllr. Cobb Cllr. Jempson Cllr. Powles

18.24 ELECT A CHAIR

Cllr. Brown was nominated as Chair by Cllr. Powles seconded by Cllr. Jempson and elected unopposed.

19.24 APOLOGIES – Cllr. Andrews

20.24 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – None

21.24 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 20 June 2024 were agreed and signed.

22.24 CLERK'S JOB ADVERTISEMENT

23.24 It was agreed that the Clerk's advertisement be approved, and to be published in February's OALC's Newsletter. Also to be posted on all village noticeboards and on Kennington Connected and on the website. The Clerk will request the advert' be included in St Swithun's Primary School's weekly newsletter. She will also forward to all surrounding parishes for distribution. Unfortunately the council has missed the dead line for the Kennington Chronicle.

ACTION FOR CLERK – Post advert to all mentioned.

ACTION FOR CLERK – Prepare Job application pack for the website (send to members before to check)
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24.24 It was agreed that the closing date was agreed at being noon on Friday 28 February 2025, with interviews taking place on Tuesday or Wednesday 4 and 5 March 2025.

A personnel Committee to be arranged for 6 March for the appointment panel to recommend suitable candidate to the Committee before the decision can be ratified at March's council meeting on the following Thursday – 13 March 2025.

25.24 VILLAGE WARDEN'S PROBATIONARY PERIOD

26.24 It was agreed that the Village Warden's six month probationary period had been successful and for a letter be sent to his confirming his post would become permanent as of 1 March 2025. This was proposed by Cllr. Brown seconded by Cllr. Powles and agreed by all.

ACTION FOR CLERK – Write letter 3rd week of February 2025

27.24 DISCIPLINARY AND GRIEVANCE POLICY

28.24 It was agreed that this policy be recommended for approval by full council at it's meeting on 13 February 2025.

ACTION FOR CLERK – Prepare for council meeting – adding onto main agenda

29.24 SICKNESS ABSENCE POLICY

30.24 It was agreed that this policy be recommended for approval by full council at it's meeting on 13 February 2025. It was also agreed that the Sickness and Pay Policy could be deleted as unnecessary, which will be recommended to full council.

ACTION FOR CLERK – Prepare for council meeting – adding onto main agenda

31.24 CONFIDENTIAL ITEMS - None

32.24 Date of next meeting: Thursday 6 March 2025 at 6:30pm

Meeting closed at 8:45pm

Signed **Dated**