



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808,

Email: clerk@rotpc.com,

Web: www.rotpc.com

Friday, 09 June 2023

Dear Councillor,

You are invited to attend a meeting of the **Personnel and Wages Sub-Committee** which will be held on **Wednesday 14 June 2023** commencing at **17.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.

Belina Boyer
Parish Clerk/RFO

Committee Members: Cllr O Bere (chair), Cllr S Clegg, Cllr A McLeod, Cllr P Thomas, Cllr M Douglas-Kirk

Agenda no	Agenda Item title	Power/Regulation
P&W24/001	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
P&W24/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
P&W24/003	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
P&W24/004	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda no	Agenda Item title	Power/Regulation
P&W24/005	To receive the minutes of the previous Radcliffe-on-Trent personnel and Wages Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Personnel and Wages Sub-Committee meeting 27th March 2023	Local Government Act 1972, Sch 12, p41 (1).
P&W24/006	To receive and consider changes to the job description, job title pay and contracted hours of the Administrator post and make relevant recommendations to Finance and General Purposes Committee. . Exclusion of Public and press recommended due to the personal nature of the items under discussion.	Local Government Act 1972, s. 112
P&W24/007	To consider payment of a one-off honorarium payment to members of staff who took on additional duties up and beyond the duties described in the job description of their accepted post and make relevant recommendations to Finance and General Purposes Committee. . Exclusion of Public and press recommended due to the personal nature of the items under discussion.	Local Government Act 1972, s. 112
P&W24/008	To consider appointing a seasonal handyman for the summer months to assist with maintenance of the Grange and Grange Hall Grounds covering such duties as litter picking, emptying bins, watering plants etc and make relevant recommendations to Finance and General Purposes Committee. . Exclusion of Public and press recommended due to the personal nature of the items under discussion	Local Government Act 1972, s. 112
P&W24/009	To consider temporarily increasing the Clerk/RFOs contracted hours to accommodate the review of all council procedures and policies and to facilitate the execution of various projects and make relevant recommendations to Finance and General Purposes Committee. . Exclusion of Public and press recommended due to the personal nature of the items under discussion	Local Government Act 1972, s. 112
P&W24/010	To note the receipt of the 2023 edition of “The Good Councillor’s guide to employment” by all members of this committee.	
P&W24/011	To receive any items for notification to be included on a future agenda – for information only	
P&W24/012	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 20 June 2023 at 19.00.	Local Government Act 1972, Sch 12, p10 (2)(a)