

# **REPORT OF THE ORGANISATION, METHODS AND PERSONNEL COMMITTEE**

The Committee met at 7.30 pm on **Tuesday 17<sup>th</sup> June 2014** in Committee Room 1 at the Parish Hall, Great Baddow. Cllr Mrs J Sosin chaired the meeting.

Present: Cllrs Mrs J Sosin, Mrs C Shaw, A Sosin, Mrs D Ronaldson, K Ronaldson, T Miller, Mrs S Young and G Jarvis

In attendance: The Clerk of the Council

## **152/14 Apologies for Absence**

There were no apologies for absence as all members of the committee were present.

## **153/14 Declaration of Interests**

There were no declarations of other Pecuniary Interests or Registerable Non Pecuniary Interests.

## **154/14 Public Question Time**

There were no members of the public present.

## **155/14 Minutes**

The minutes of the meeting of the subcommittee held on 27<sup>th</sup> January 2014 had been agreed by the Finance and General Purposes Committee on 3<sup>rd</sup> February 2014 and by the Council on 10<sup>th</sup> February 2014. The minutes were noted.

## **156/14 Caretaker/Cleaner**

Prior to the meeting, the Clerk had circulated a draft job description for a part time caretaker/cleaner. It was agreed that mention will be made in the advertisement and on the paperwork sent out that this is a new position and that the Council will give as much notice as possible of bookings to the successful candidate.

## **157/14 Organisation Methods and Personnel Sub Committee**

1. It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw that as per the Terms of Reference, a subcommittee should be appointed. This was agreed.
2. It was proposed by Cllr Mrs J Sosin and seconded by Cllr K Ronaldson that the members of that subcommittee should be Cllr G Jarvis, Cllr Mrs D Ronaldson and Cllr Mrs S Young. This was agreed.

## **158/14 Matters for Information**

- Cllr A Sosin reported that the pothole outside The White Horse PH has been repaired.
- It was confirmed that a report will be produced about the Terms of Reference for all committees and subcommittees and will be on an agenda in September 2014.

There being no further business, the meeting closed at 7.50 pm.

Chairman ..... Dated .....