



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the meeting of the Employment Committee, held on Monday 20 March 2023, 6.30pm, Upton Pavilion, Wealstone Lane, Upton.

**Present:** Cllr S Booth, Cllr J Houlbrook and Cllr M Keenan.

**In attendance:** Suzi Bull (Clerk/Proper Officer).

## 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Evans.

**Resolved: noted.**

## 2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

**Resolved: Noted.**

## 3. EXCLUSION OF PRESS AND PUBLIC.

**Resolved:** That in view of the confidential nature of the matter to be discussed, the press and public will be excluded from the meeting for the following item, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960.

## 4. MINUTES.

**Resolved:** That the Minutes of the meeting held on 21 November 2022 were confirmed as a correct record and signed by the Chairman.

**Proposed by** Cllr Keenan, **seconded by** Cllr Houlbrook. All agreed.

## 5. CLERK'S LEAVE OF ABSENCE.

The committee received information from the Clerk who requested an immediate leave of absence for 3 weeks.

Consideration was also given to the potential for further absence in the future.

**Resolved:** That the clerk will take a part-time leave of absence for a period of 3 weeks commencing 21 March. Remote working will be actioned to keep the Parish Council operational.

**It was noted that due to personal circumstances, further long-term leave may be required and this will be negotiated with the council as the need arises.**

#### **6. SEASONAL STAFF.**

Members considered a draft contract of employment for seasonal staff.

**Resolved: That some amendments will be made to allow for both the needs of the Parish Council and to set out clear terms of employment to the staff.**

The Clerk advised the committee that from April 2023 the national minimum wage rate is to increase.

**Resolved: That seasonal staff will be paid in line with the new national minimum wage.**

#### **8. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: That the date and time of the next meeting will be set and approved by the new council in May.**