



MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 6.00 P.M.
ON MONDAY 07 JULY 2025
IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge* (Vice Chairman of the Committee)

Cllr H Nicholson

Cllr M Scully*

Cllr R Tyler

Cllr M West* (Chairman of the Committee)

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES

The draft minutes of the Personnel Committee meeting held on 06 May 2025, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman had no report.

6. STAFF MATTERS

The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence.

- The Clerk gave an update on staffing matters. The Admin Clerk has left the Council and there have been five applicants for the Finance and Admin Assistant vacancy. Cllrs R Burbridge and R Tyler are assisting with the interviews on Monday 14 July 2025.
- The Council staff are extremely busy at the moment: the Clerks have seen an increase in venue and cemetery bookings and the grounds staff are trying to complete end of season work in the hot weather. The Clerk has highlighted the need for caretaking staff or volunteers for the Council's properties. Clients expect staff to be available seven days a week.
- There is no update on the National Salary Award for the Clerks backdated to 01 April 2025. The Council have previously agreed to consider the grounds staff review backdated to 01 April 2025 once the NSA is known with a view to aligning it with the NSA.
- The Committee AGREED to recommend to Council that the performance award for grounds staff from 01 August 2025 be deferred until the outcome of the NSA.
- The Committee AGREED to recommend performance award advancement of one SCP from 01 August 2025 for one member of staff.
- The Clerk left the room whilst the Committee considered her performance appraisal and will make a recommendation on performance award for 01 August 2025 to the Council.
- Following a request by the Grounds Manager, the Committee AGREED to recommend to the Council to appoint an independent HR company to review the Council's appraisal process.

- Following a request from the Chairman in the Clerk's appraisal, the Committee AGREED to await the outcome of the appraisal process review before considering engaging an independent review of staff structure and job descriptions.
- The Committee AGREED for the Clerk to prepare the 2026 – 2027 staff salary budget based on a 2.5% increase.

7. **DATE OF NEXT MEETING**
Monday 10 November 2025.

The meeting closed at 6.51pm.

Signature.....

Date.....