



Minutes of the Personnel Committee Meeting
held on 18th September 2023 at 10am in the Parish Office

Present: Cllr Al Mills (in the chair), Cllr G Gregory, Cllr Simkin, Cllr Payne, Jayne Cooper Clerk

Public Open Forum - None present

1. To receive apologies and record absences

There were no apologies. Cllr Alker to be asked to join this committee as her input and involvement in this committee had been extremely valued.

2. To record any declarations of interest

Cllr Simkin declared an interest as her mother is employed with the Parish Council.

3. To receive and confirm the minutes of the meeting held on 7th November 2022

The minutes were approved as true and accurate record of the meeting.

4. To consider any matters arising not elsewhere on the agenda

It was noted that the new Handyman was working well with the jobs allocated.

5. To report on any staffing matters including appraisals

Appraisal for the Clerk, CSO and Cleaner/Caretaker are due and to be arranged as soon as possible.

The CSO had requested a reduction in hours as he had enrolled to study for a non-work related degree. As the new online booking system was now operational and other CSO duties had stabilised, the reduction in hours from 20 to 15 was agreed. All members supported the idea of continued learning. The role would be reviewed in January 2024.

6. To receive an update from the Pensions Regulator

It was noted that the required work to update the Pensions Regulator with current information had been completed.

7. To consider any policies scheduled for review (Sickness Policy)

It was noted that the Sickness Policy is due for review by November 2024. This would be on the next agenda.

8. To consider any Health and Safety matters

It has been agreed to hatch dedicated storage areas on the floor of the chair/table storeroom to assist the Cleaner/Caretaker, as well as hirers, when putting away tables and chairs.

Risk Assessments of the Workshop, Grosvenor Centre and Parish Office would be carried out in line with agreed timescales.

9. To agree staffing costs for the 2024/25 budget

The revised pay scales are awaited. Back dated pay from April 2023 would be applied to November or December salaries for both the Clerk and CSO.

The Clerk reported that the employment budget for the current financial year (2023/24) is likely to be exceeded with the addition of the back dated pay. This was accepted.

It was recommended that Resources Committee, with the Clerk's guidance, should calculate the budget requirement for the 2024/25 financial year.

10. To agree the date and time of the next meeting

Date to be confirmed when 2024 meeting diary is finalised.

The meeting closed at 10.30am