

MINUTES OF PERSONNEL COMMITTEE MEETING

Held in the Court House on
Tuesday, 2nd December 2025 @ 7.00pm

Present: James Hargrave, Caroline Stebbing, Toni Wisbey (c)

In attendance: Odile Wladon (Clerk)

PR.25.12.01	Chairs welcome
PR.25.12.02	Absences : there were no absences
PR.25.12.03	Declarations of interest: i. No declarations of interests were received. ii. No dispensations were requested.
PR.25.12.04	Minutes of meeting held 7th April 2025: Councillors resolved to agree the minutes as a true record of the meeting.
PR.25.12.05	Policies: Safeguarding Policy – Councillors noted the change in terminology used and resolved to accept the revised policy for recommendation to the full Council for approval.
PR.25.12.06	Risk assessments: Councillors noted that a review the health & safety risk assessments for staff will be undertaken in February 2026
PR.25.12.07	Staffing Matters i. Councillors resolved to close the meeting at this point with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the information to be discussed. ii. Councillors noted that the Clerk’s performance management has taken place. iii. Councillors agreed that the Chair of the Council and the Clerk will hold a meeting with other staff member to review performance and agree a new work schedule. iv. Councillors resolved to accept the following proposals for inclusion in the draft budget for 2026-27: (a) Salary and wages for 2026/27 – there is no increase in SCP proposed. 3% increase across all SCP points (subject to national agreement) and increase in minimum wage to £12.71 have been included. (b) Working schedules for 2026/27 – this will not involve any additional hours, therefore no additional funding has been proposed to be allocated.
PR.25.12.08	Date of next meeting: 7 th April 2026 @ 6.45pm

Meeting closed at: 7.30pm

Signed: _____

Date: