



GREAT HORKESLEY PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 8TH OCTOBER 2024
IN GREAT HORKESLEY NEW VILLAGE HALL AT 8.00PM

Those present:

Cllr M Sudbery (Chairman)
Cllr A Banks
Cllr S Jarvis
Cllr P Tempest

S24/01 Election of Chairman for the Municipal Year

The Clerk called for nominations for the position of Chairman. Cllr Sudbery nominated herself, and with there being no other nominations for the position, was duly elected as Chairman of the Personnel Committee.

S24/02 Apologies and Reasons for Absence

All members were present.

S24/03 Declaration of Interests

No member declared an interest with respect to any item on the agenda.

S24/04 Terms of Reference

The Personnel Committee Terms of Reference was reviewed and there are no changes to be recommended to Full Council.

S24/05 Policies and Procedures

- (a) The Disciplinary Procedure was reviewed and approved subject to minor amendments to wording throughout the document.
- (b) The Grievance Procedure was reviewed and approved subject to minor amendments to wording throughout the document.
- (c) The Bereavement Policy was reviewed and approved subject to an addition of one paragraph and the correction of a typo.

S24/06 Recommendations to Full Council

There were no other matters for recommendation to Full Council.

S24/07 Next Meeting of the Personnel Committee

The next meeting of the Personnel Committee will be during the week commencing 18th November – exact date and time TBC.

S24/08 Exclusion of Press and Public

There were no members of the public still present, so the resolution was not passed.

S24/09 Staff Appraisals

- (a) The Clerk confirmed that all staff annual appraisals had been carried out in the last month and there were no problems to bring to the Committee's attention.
- (b) Councillors carried out the Clerk's annual appraisal.

S24/10 Staff Contracts & Job Descriptions

- (a) The Clerk gave an update on the current staffing situation.

It was unanimously agreed (proposed Cllr Sudbery) that the Council would advertise on the Council website and in the Village News for a new Booking Manager to work 7.5 hours per week. **It was also agreed** that once the new member of staff has started, the Clerk's hours would be reduced, and she would only cover the financial duties (allocating payments and sorting refunds) of Village Hall bookings going forward.

- (b) The Caretaker's contract and job descriptions were reviewed by councillors and there were no changes to be made.

It was unanimously agreed (proposed Cllr Sudbery) to make minor changes to the Clerk's contract, including changing the word "Council" in paragraphs 10.4 and 11.1 to "Chairman of the Personnel Committee or Chairman of the Parish Council".

Reviewing the Clerk's job description and the Booking Manager's contract and job description was deferred to the next meeting, once the Clerk has completed the exit meeting with the current Booking Manager and interviews for a new Booking Manager have taken place.

S24/11 Staff Wages, Benefits & Costs

- (a) **It was unanimously agreed** (proposed Cllr Sudbery) to place the Caretaker and the incoming Booking Manager on specific points on the NALC Pay Scales, so that going forward, their salary will rise in line with the recommendations from the NJC.
- (b) Reviewing total staff costs and agreeing estimated expenditure for the 2025/26 financial year, to be recommended to the Finance Committee for consideration when setting the budget, was deferred to the next meeting once interviews for a new Booking Manager have taken place.

The meeting was closed at 9.21pm.