



GREAT HORKELEY PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON MONDAY 6TH JANUARY 2025
IN GREAT HORKELEY NEW VILLAGE HALL AT 8.00PM

Those present:

Cllr M Sudbery (Chairman)

Cllr A Banks

Cllr P Tempest

S24/12 Chairman's Welcome

The Chairman welcomed everyone to the meeting.

S24/13 Apologies and Reasons for Absence

Apologies were received and noted from Cllr Jarvis.

S24/14 Declaration of Interests

No member declared an interest in respect of any item of business on this agenda.

S24/15 Recommendations to Full Council

There were no matters for recommendation to Full Council.

S24/16 Next Meeting of the Personnel Committee

The next meeting of the Personnel Committee will be before the end of the new Booking Manager's probation period (day and time TBC).

S24/17 Exclusion of Press and Public

No members of the public were present, so the resolution was not passed.

S24/18 Staff Contracts & Job Descriptions

- (a) Cllr Tempest reported that he and the Clerk interviewed five candidates for the Booking Manager role, and had offered the position to Mrs Leete, who accepted the offer and will start on Monday 13th January.
- (b) **It was unanimously agreed** (proposed Cllr Sudbery) to make minor amendments to the wording of two points within the Clerk's job description, and to add an additional point regarding liaising with and instructing the Village Warden.
- (c) **It was unanimously agreed** (proposed Cllr Sudbery) to approve the contract and job description for the Booking Manager position, subject to minor amendments to the wording of four sentences within the contract.

It was unanimously agreed (proposed Cllr Sudbery) to place the Booking Manager role on a specific point on the NALC recommended pay scales.

S24/19 Staff Wages, Benefits & Costs

Members reviewed the estimated staff expenditure and total staff salaries for the 2025/26 financial year, based on current salaries and a possible 5% pay rise for the coming year.

It was unanimously agreed (proposed Cllr Sudbery) to recommend these figures to the Finance Committee for consideration when setting the budget.

The Chairman closed the meeting at 8.26pm.