

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden  
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2<sup>nd</sup> July 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **WEDNESDAY 8<sup>th</sup> JULY 2026** commencing at **11.00 a.m.** at **Hartley Library.**

Yours sincerely

*Helen Boden*

**Helen Boden**  
**Proper Officer**

**Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.**

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## AGENDA

### **1. Election of Chairman**

To elect a Chairman of the Personnel Committee until the Annual Meeting of the Council in May 2027.

### **2. Apologies**

To receive apologies for absence.

### **3. Declarations of Interest**

To receive Members' declarations of interest not already included on their Register of Interests.

### **4. Minutes (WHITE)**

To approve the minutes of the meeting of the Personnel Committee held on 4<sup>th</sup> February 2026, as a correct record. (Annexed).

**Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 5, Staff due to the confidential nature of the business to be transacted relating to staff matters.**

### **5. Staff (YELLOW)**

(a) To approve the staff appraisals which took place on Wednesday 8<sup>th</sup> July 2026 and to consider any employee comments.

(b) At the meeting of the Personnel Committee held on 28<sup>th</sup> June 2023, it was recommended that both the Clerk's and the Assistant Clerk's salary rise annually on the 1<sup>st</sup> April each year by one spinal column point to the scale maximum, at the discretion of the Council.

Following the recent staff appraisals, the Committee is requested to consider whether this increase should be applied for 2026/27.

**List of circulated documents**

1. Minutes of the Personnel Committee meeting held on 4<sup>th</sup> February 2026. **(WHITE)**.