

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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24th April 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **WEDNESDAY 30th APRIL 2025** commencing at **10.15a.m.** at **Hartley Library** or at the conclusion of the meeting of the Planning Committee, whichever is later.

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.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

3. Minutes (WHITE)

To approve the minutes of the meeting of the Personnel Committee held on 3rd July 2024, as a correct record. (Annexed).

Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 4, Staff, due to the confidential nature of the business to be transacted relating to staff matters.

4. Staff (YELLOW)

(a) To approve the staff appraisals which took place on Wednesday 23rd April 2025 and to consider any employee comments. (Previously circulated).

(b) At the meeting of the Personnel Committee held on 28th June 2023, it was recommended that both the Clerk's and the Assistant Clerk's salary rise annually on

the 1st 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 2025/26.

List of circulated documents

1. Minutes of the Personnel Committee meeting held on 3rd July 2024. **(WHITE)**.