

**MINUTES OF THE
MEETING OF THE PERSONNEL COMMITTEE
HELD ON 30th APRIL 2025 AT 10.23 a.m.
AT HARTLEY LIBRARY, ASH ROAD**

Present:

Cllr Larry Abraham
Cllr Anne Oxtoby
Cllr Brian Ramsay

In attendance:

Helen Boden – (*Clerk*)

1. Apologies for absence

There were no apologies for absence.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

RESOLVED: That,

the minutes of the meeting of the Personnel Committee held on 3rd July 2024, be approved and signed by the Chairman as a correct record.

4. Staff

(a) The Committee considered the staff appraisals for the Clerk, Assistant Clerk and Clerk's Assistant which took place on Wednesday 23rd April 2025.

RESOLVED: That,

the staff appraisals for the Clerk, Assistant Clerk and Clerk's Assistant, which took place on Wednesday 23rd April 2025, be noted.

(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 had been requested to consider whether this increase should be applied for 2025/26.

The Committee noted that the Clerk's Assistant's contract states that subject to satisfactory performance, the first increment will be payable on 1st April 2026.

RECOMMENDED: That,

the salaries of the Clerk and Assistant Clerk to the Council be increased by one Spinal Column Point, (27 for the Assistant Clerk and 40 for the Clerk) and back dated to 1st April 2025.

The Committee noted that the Local Government salary award for 2025/26 has not yet been finalised.

The meeting closed at 10.25 a.m.

Signed:.....

Date:.....

Chairman

of

the

Personnel

Committee

