

**MINUTES OF THE
MEETING OF THE PERSONNEL COMMITTEE
HELD ON 27th AUGUST 2025 AT 10.39 a.m.
AT HARTLEY LIBRARY, ASH ROAD**

Present:

Cllr David Conroy (*Chairman*)
Cllr Laurence Glander
Cllr Brian Ramsay

In attendance:

Helen Boden – (*Clerk*)

1. Election of Chairman

RESOLVED: That,
Cllr David Conroy be elected Chairman of the Personnel
Committee until the Annual Meeting of the Council in May
2026.

2. Apologies for absence

There were no apologies for absence.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes

RESOLVED: That, the minutes of the meeting of the Personnel
Committee held on 30th April 2025, be approved and signed by the
Chairman as a correct record.

5. Terms of Reference

The Committee reviewed the Terms of Reference of the Personnel Committee, as approved by the Council at its Annual Meeting held on 12th May 2025 and was satisfied that the Terms of Reference met the needs of the Committee.

RESOLVED: That,
the Terms of Reference of the Personnel Committee, as approved by the Council at its Annual Meeting on 12th May 2025, be noted

6. Staff

The Committee had been requested to review the current staffing arrangements for the Parish Office.

RESOLVED: That, the Clerk be requested to continue to monitor the staffing situation and workload and that arrangements be reviewed in two weeks.

7. National Salary Award 2025/26

The Committee considered the new pay scales agreed by the National Joint Council for Local Government Services (NJC) for 2025-2026 to be implemented from 1st April 2025.

RECOMMENDED: That,
the agreement reached by the National Joint Council for Government Services for 2025-2026, be adopted by the Council and implemented as swiftly as possible.

The meeting closed at 11.02 a.m.

Signed:..... Date:.....
Chairman of the Personnel Committee

