

PARISH COUNCIL MEETING

Wednesday, 01 July 2026 at 1900hrs

Shepherdswell Village Hall

MINUTES

1/2026 IN ATTENDANCE & APOLOGIES FOR ABSENCE

Present: Cllrs Sue Taber, John Bulaitis, Matt Thornton, Carole White, Sindy Denyer, Marien Elgar and Terry Hunt

0 Members of the public

Clerk: Jan Hancock

Apologies: Cllr Mark Watson

2/2026 ELECTION OF CHAIR

Two nominations were received for the position of Chair of the Personnel Committee. Cllr Hunt **PROPOSED** Cllr Bulaitis, seconded by Cllr Elgar. Cllr Denyer **PROPOSED** Cllr White, seconded by Cllr Taber. A vote was taken on each nomination. Cllr Bulaitis received four votes and Cllr White received three votes. Cllr Bulaitis was therefore **ELECTED** Chair of the Personnel Committee for the 2026/27 municipal year.

3/2026 ELECTION OF VICE CHAIR

Two nominations were received for the position of Vice Chair of the Personnel Committee. Cllr Denyer **PROPOSED** Cllr White, seconded by Cllr Taber. Cllr Elgar **PROPOSED** Cllr Hunt, seconded by Cllr Thornton. A vote was taken on each nomination. Cllr White received four votes and Cllr Hunt received three votes. Cllr White was therefore **ELECTED** Vice Chair of the Personnel Committee for the 2026/27 municipal year.

4/2026 MINUTES OF THE MEETING HELD ON THE 30 JULY 2025

Cllr White **PROPOSED** that the minutes of the meeting held on 30 July 2025 be **APPROVED** as a true and accurate record, seconded by Cllr Taber. All **AGREED**

5/2026 MEETING 30 APRIL 2026

The Committee **ACKNOWLEDGED** the outcome of the meeting held on 13 April 2026 to consider an allegation of misconduct. The outcome of that meeting was that the complaint was not upheld and correspondence was sent to the complainant to confirm this.

6/2026 PERSONNEL COMMITTEE TERMS OF REFERENCE

Cllr Hunt **PROPOSED** that the Terms of Reference for the Personnel Committee be adopted, seconded by Cllr Elgar. All **AGREED**

Members **DISCUSSED** the 'Handling of Complaints' section of the document. Cllr Taber **PROPOSED** that the first sentence be amended to '*Complaints about staff, including the Clerk, shall be handled in accordance with the following policy and relevant employment legislation.*' Seconded by Cllr White. All **AGREED**

Cllr Hunt then **PROPOSED** that, with this amendment in place, the Terms of Reference be **ADOPTED** and presented to full council for information and transparency. Seconded by Cllr Thornton, all **AGREED**

7/2026 STAFF APPRAISAL POLICY

The Committee **REVIEWED** the draft Staff Appraisal Policy, including the composition of the appraisal panel and the proposed review process.

Cllr White **PROPOSED** that the clause allowing the Clerk to nominate a member of the appraisal panel be removed, and that 360-degree feedback from all councillors be incorporated into the process. Seconded by Cllr Taber. All **AGREED**.

Cllr Hunt **PROPOSED** that the Confidentiality clause be amended to '*All appraisal discussions and documentation are confidential and will not be disclosed except where required by law or regulatory obligation.*' Seconded by Cllr Taber. All **AGREED**

The Committee then **CONSIDERED** the frequency of performance reviews. Cllr Hunt **PROPOSED** that the policy provide for one comprehensive annual appraisal for established clerks, with additional meetings held only where significant issues arise. Seconded by Cllr Elgar. All **AGREED**.

With these amendments, Cllr Hunt **PROPOSED** that the Staff Appraisal Policy is **APPROVED** and presented to full council, seconded by Cllr Elgar. All **AGREED**

8/2026 PERFORMANCE APPRAISAL TRAINING

The Committee **NOTED** that the previously arranged KALC training had been cancelled and **CONSIDERED** an alternative online session covering performance appraisals, motivation and ongoing working relationships. Members confirmed that funding was available within the existing training budget, Cllr Elgar **PROPOSED** that the training opportunity be presented at the next council meeting to encourage councillor participation. Seconded by Cllr White. All **AGREED**

9/2026 Members **RESOLVED** that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of confidential information

The Clerk left the meeting

10/2026 STAFF SALARY PROGRESSION

Cllr Denyer reported on the appropriate benchmark salary range and criteria for review in light of the Clerk's CiLCA qualification. Cllr Bulaitis **PROPOSED** that the Clerk's salary should be set at LC2 (substantive), commencing at Spinal Column Point 24, seconded by Cllr Hunt. All **AGREED**

A recommendation will be presented to full council for formal approval.

11/2026 DATE OF THE NEXT MEETING

The Personnel Committee meets on a needs basis; therefore, no date was set for the next meeting.