

PARISH COUNCIL PERSONNEL COMMITTEE MEETING

Wednesday, 30 July 2025 at 1900hrs

Shepherdswell Village Hall

MINUTES

Before the meeting started, under the Localism Act 2011, the Clerk asked committee members if they needed to declare any interests - either pecuniary or other significant interests - in relation any matters being discussed on the agenda. **NONE** were declared.

1. IN ATTENDANCE & APOLOGIES FOR ABSENCE

Present: Cllrs Carole White, Sindy Denyer, Susan Taber & Mark Watson

02 Members of the public

Clerk: Jan Rousell

Apologies: Cllrs Bradley Stauffer-Kruse & John Bulaitis

2. ELECTION OF CHAIR

Cllr Watson proposed that Cllr Carole White be re-elected as Chair of the Personnel Committee, seconded by Cllr Denyer. All **AGREED**

3. ELECTION OF VICE CHAIR

Cllr Watson proposed that Cllr Sindy Denyer be re-elected as Vice Chair of the Personnel Committee, seconded by Cllr Taber. All **AGREED**

4. MINUTES OF THE MEETINGS HELD ON THE 26 JUNE 2023

Minutes of the meeting held on 26 June 2023 were **AGREED** to be a true and accurate record proposed by Cllr White, seconded by Cllr Taber. All **AGREED**

5. MATTERS ARISING

None

6. CONFIRMATION OF CLERK'S YEARLY SALARY INCREMENT

It was agreed that following the Clerk's successful appraisal her salary should increase as stated in her contract of employment. This increase will take effect from 01 April 2025. Cllr White proposed that the date of the annual appraisal be changed to coincide with annual salary increment – this will be implemented over the next 12 months. Personnel Committee will present this to the next Parish Council meeting, for noting.

7. UPDATE ON CiLCA TRAINING FROM THE PARISH CLERK

The Clerk explained that the CiLCA (Certificate in Local Council Administration) qualification she is currently undertaking covers all aspects of the clerk's role including law, procedures, finance, and community involvement. It involves compiling a comprehensive portfolio of evidence over 12 months to demonstrate competence in the role.

This directly supports professional development and ensures best practice for the Council.

Once the qualification is gained the Council are able to apply for the General Power of Competence. The GPC significantly expands what the Council can do - essentially allowing us to do anything an individual can do, rather than being restricted to specific statutory powers. This opens up many more opportunities for innovative community projects and service delivery.

8. IT WAS 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

9. REVIEW RESPONSE TO ALLEGATIONS OF MISCONDUCT OF PARISH CLERK

Members reviewed the complaint received and questioned the Clerk on her written response. Following deliberation, a proposal was prepared for full Council's consideration at the next meeting.

10. ANY OTHER BUSINESS

None

11. DATE OF NEXT MEETING

This will be arranged as necessary