

A meeting of the Employment & Personnel Committee was held in the Pavilion, Manor Park Sports Club, Hackthorn Road, Welton on Wednesday 1st April 2026 at 2.00pm

Present: Cllrs R Fletcher (Chairman), Mrs C Grimble, M Powell, Mrs S Watson and G Briggs

Clerk: Mrs J Murray

A public participation session took place prior to the official start of the meeting.

26/04/01 Chairman's Remarks

The Chairman welcomed everyone to the meeting.

26/04/02 Apologies

On a proposal from Cllr Powell, seconded by Cllr Mrs Grimble, it was **RESOLVED** by a unanimous vote that apologies were received and accepted from Cllrs Mrs Chapman and Pikett having considered their reasons for absence. Cllr Hornsey was absent with no apologies given.

26/04/03 Declarations of Interest

None

Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes of Council proceedings until they are approved and signed at the next meeting.

26/04/04 Minutes

On a proposal from Cllr Powell, seconded by Cllr Briggs and **RESOLVED** following a unanimous vote that the notes of the meeting held on 8th September 2025 were approved and signed as the minutes.

26/04/05 Clerk's Report

The Clerk had nothing to report on this occasion.

26/04/06 Finance

Members received the financial report to 31.3.2026 and noted the overspend is due to a restructure of staff.

26/04/07 Councillors Reports

None

26/04/08 Closed Session

On a proposal from Cllr Briggs, seconded by Cllr Fletcher, it was **RESOLVED** following a unanimous vote for the Council to move into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for the following employment matters.

26/04/09 Employment Matters

a. The Clerk presented a proposal outlining the need to employ an additional Facilities Assistant, particularly with the extra work that will be created in the transfer of the Village Hall to the Council and maintenance work that will be required and due to the restructuring of the Facilities Team. On a proposal from Cllr Fletcher, seconded by Cllr Powell and **RESOLVED** following a unanimous vote to employ a part-time assistant for 10 hours a week on a six month contract.

b. Wages, Terms & Conditions Review:

Facilities Lead and staff and the Internal Auditor to receive an award in line with % increase to the National Living Wage.

Deputy Clerk and Assistant Clerk to increase one point on spinal grade plus an interim increase of 3.2% to retain differential with living wage increases.

The Clerk's salary is at the top of the spinal grade, therefore an uplift to be offered of 3.2%. As in previous years the final % uplift for the administrative team will be that agreed by NALC and the Unions, but not lower than 3.2%. On a proposal from Cllr Briggs, seconded by Cllr Mrs Grimble and **RESOLVED** following a unanimous vote to recommend these increases to Full Council.

- c. Cllr Fletcher gave a report on the Clerk's appraisal which he and Cllrs Mrs Watson and Powell had carried out on the 18th March. The full appraisal document is held on file in the Parish Council Office if any Cllr wishes to view.

Signed:

Date:

DRAFT