



Minutes of Clipstone Parish Council Personnel Committee meeting held on Wednesday 2 July 2025 at 7pm

Councillors Present:

J Fishwick

R Hartle-Ryton

S Neale

Dr T Olorundami

In Attendance: The Clerk and the RFO
: Cllr D Eskriett (non-committee member)

P1 **Election of Chairman**

Cllr Fishwick opened the meeting

It was **RESOLVED** to elect Cllr Hartle-Ryton as Chairman of the Personnel Committee

P2 **Apologies**

There were no apologies for absence

P3 **Election of Vice-Chairman**

It was **RESOLVED** to elect Cllr Fishwick Vice-Chairman

P4 **Declaration of Interest**

There were no disclosures of pecuniary and non-pecuniary interests on matters being considered on the agenda

P5 **Terms of Reference**

The Terms of Reference were **ACCEPTED**

P6 **Dates**

It was **RECOMMENDED** to hold quarterly meetings of the Personnel Committee
The next meeting date will be Wednesday 8 October 2025 at 7pm

P7 **Pay Claim for 2025/2026**

The Local Government Pay claim for 2025 / 2026 was **NOTED**

P8 **Internal Audit recommendation**

It was **RECOMMENDED** that contracts are reviewed annually by the Clerk

Initial _____

P9 **Training**

It was **RECOMMENDED** that Personnel Committee members and the Clerk attend an Employment Essentials training course facilitated by Notts ALC
The Clerk will investigate the feasibility of a course being held at Clipstone in person

P10 **Staff**

- a) An overview of Parish Council staff was **RECIEVED**
- b) Staff contacted hours were **NOTED**
It was **RECOMMENDED** that in accordance with the advertised roles, the Clerk and RFO's contracts be updated to reflect consistently worked hours. The RFO will prepare a report for the next full Council meeting based upon payroll data
It was **RECOMMENDED** that an overtime procedure is established
- c) It was **RECOMMENDED** that staffing levels for events are holistically pre planned and factor in Councillor attendance
It was **RECOMMENDED** that staff are offered the opportunity to take time off in lieu of time worked at events
If paid overtime for events is necessary, it was **RECOMMENDED** that additional hours should be funded from the event budget

P11 **Appraisals**

- a) It was **RECOMMENDED** that the Appraisals Policy be updated
It was **RECOMMENDED** that staff are given the opportunity for a Councillor to be present at their appraisal
Cllr Olorundami will assist with a policy refresh which will be presented to the full council
It was **RECOMMENDED** that Council establish a strategy for the next 1 to 3 years from which all staff appraisals and objectives can cascade
- b) It was **RECOMMENDED** that Cllr Fishwick and Cllr Neale conduct the Clerks review

The meeting closed at 8:55 pm

Signature of presiding chairman

Date