



Minutes of Clipstone Parish Council Personnel Committee meeting held on Wednesday 8 October 2025 at 7pm

Councillors Present:

J Fishwick

R Hartle-Ryton

Dr T Olorundami

In Attendance: The Clerk and the RFO

: Cllr D Eskriett (non-committee member)

P12 **Welcome**

The Chairman opened the meeting

P13 **Apologies**

There were no apologies for absence

P14 **Declaration of Interest**

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

P15 **Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 2 July 2025

P16 **Training**

It was **RECOMMENDED** that Personnel Committee members and the Clerk attend Notts ALC Employment Essentials (Zoom) course on 19 November 2025

P17 **Policies and procedures**

- a) It was **RECOMMENDED** to make an alteration to the draft Dignity at Work policy and review at the next full council meeting
- b) It was **RECOMMENDED** to adopt the Safeguarding Policy
- c) It was **RECOMMENDED** to make an alteration to the refreshed Training and Development Policy for Staff, Councillors and Volunteers, and review at the next full council meeting

P18 **Council Strategy**

- a) The progress of the Council Strategy working group was **NOTED**
- b) It was **RECOMMENDED** to proceed with appraisals rather than wait until a policy refresh has taken place

Initial _____

P19 **Staff additional hours**

- a) It was **RECOMMENDED** to adopt an overtime procedure
- b) It was **RECOMMENDED** to approve 2 hours paid study time per week for the Clerks CiLCA qualification, up to a maximum of 40 hours. This includes 20 hours retrospectively and up to 20 hours for continued study in the coming months

P20 **Next Meeting**

The next meeting date of the Personnel Committee will be 14 January 2026

The meeting closed at 8.40pm

Signature of presiding chairman

Date