



Minutes of Personnel Committee Meeting Thursday 6th February 2025

Present: Cllr R Herrett Bellamy, Cllr T Davies, Cllr E. Williamson, Cllr A. Rainbow and Cllr V Walking
Clerk – Susan Stack

P25/01	Apologies for absence None
P25/02	Exclusion of public and press According to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the Meeting due to the confidential nature of transacting business. Resolved to exclude
P25/03	To discuss probation period for Caretaker and issue formal contract if appropriate It was resolved to issue a letter with a 6 month probation period and that the formal contract (Statement of Main terms) be issued to Jenna Griffiths.
P25/04	To review Job descriptions for all roles: <ul style="list-style-type: none">• Head Caretaker – New draft Job description to be issued for her comment ahead of it going to the March Full Council meeting for approval• Caretaker/Cleaner – Job Description issued with letter in P25/03 above• Litterpicker – Letter to employee and designated person to be issued asking for a meeting• Clerk/RFO – To be considered after above two have roles have been confirmed
P25/05	To review pay scales in relation to the impending increase in National Minimum wage for Head Caretaker and Caretaker for recommendation to Full Council Deferred until confirmation of Job Description agreed by employee as additional duties may wish to be reflected in the pay rate. It was agreed in principle that the rate of pay should be as a percentage of National Minimum Wage to maintain pay differentials
P25/06	To agree dates for Staff appraisals and nominate a member of the Committee to be in attendance It was agreed that these will take place shortly with a Councillor (Angela for Head Caretaker, Rosemary for Cleaner/Caretaker) to be in attendance as well as the locum Clerk.
P25/07	Date of next meeting. To be advised