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## Minutes of the Personnel Committee held on Wednesday 9 July 2025, 6.30pm in the Hollies Front Hall

**Present:** Cllr Julie Appleby (JA), Cllr Andy Woodman (AW), Cllr Mervyn Pointer (MP). Cllr Natalie Henry (NH)

**In Attendance:** Emily Curtis (Town Clerk). Cllr Ian Appleby. No members of the public.

**Absent:** None.

### Welcome, Meeting Protocol and Etiquette:

Cllr MP, Chairman of the Personnel Committee opened the meeting. Nobody wished to record the meeting.

#### 1. Chairman

It was **resolved** to appoint Cllr Andy woodman as Chairman.

#### 2. Vice Chairman

It was **resolved** to appoint Cllr Natalie Henry as Vice Chairman.

#### 3. Apologies for Absence: None.

#### 4. Declarations of Interest and Requests for Dispensations: None.

#### 5. Minutes of Meeting held on the 14 May 2025: Minutes approved.

#### 6. Exclusion of Public and Press: It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

#### 7. Matters Arising:

##### 7.1 Staff Using Personal Vehicles for Work Purposes

Both the Clerk and Parish Warden now have business use car insurance.

#### 8. Parish Warden Role:

It was **resolved** to approve the requested changes to the role. The role has reduced from 16 hours a week to 12 hours a week and will be worked over three days as opposed to four. The Clerk will continue to approve overtime for project work. **Action:** Clerk to confirm to PW.

#### 9. Parish Warden's Job Description:

It was **resolved** to approve the revisions to the Parish Warden's Job Description. **Action:** PW to receive a copy.

#### 10. Future Agenda Items: Clerk's salary review.

#### 11. Next meeting date: 10 September 2025 at 8.30pm.

**The meeting ended at 6.43pm.**