MINUTES OF HORSMONDEN PARISH COUNCIL
PERSONNEL COMMITTEE MEETING - HORSMONDEN VILLAGE HALL
ON MONDAY 10 NOVEMBER 2025 AT 2.00PM

Present: Cllr Russell (Chair) Councillors, Jenkinson, Davis and Larkin

In attendance: Lucy Noakes (Clerk). No members of the public.

Declarations of Interest: Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were recorded.

1.APOLOGIES FOR ABSENCE
Cllr Boon. The reason for absence was proposed for acceptance by Cllr Larkin, seconded by Cllr Jenkinson and voted for unanimously .

2.APPOINT A CHAIR TO THE PERSONNEL COMMITTEE
Cllr Jenkinson proposed Cllr Russell as chair of the committee. Seconded Cllr Larkin, unanimous. Cllr Russel accepted the position as Chair.

3.PUBLIC SESSION
None.

4.AGREE MINUTES OF THE PERSONNEL COMMITTEE MEETING 19 NOVEMBER 2024.
Cllr Jenkinson proposed acceptance of the Minutes, seconded Cllr Davis, unanimous for those who attended.

5. CLOSED SESSION OF THE COMMITTEE – TO CONSIDER FEEDBACK FROM STAFF APPRAISALS AND REVIEW REMUNERATION (BASED ON NALC SCALES) AND STAFFING FOR RECOMMENDATION TO FULL COUNCIL.
Cllr Russell as Chair proposed that the committee enter a closed session to discuss staff appraisals and review salaries and staffing for recommendation to Full Council, seconded Cllr Jenkinson, unanimous.
Under closed session, there was discussion regarding the outcomes and findings of the staff appraisals, which had taken place in October and discussion regarding salary review and the appointed hours which staff worked. The Clerk left the room whilst the discussion about salary review took place .
The Clerk was called back to the meeting. Cllr Larkin proposed that the committee come out of closed session , seconded Cllr Jenkinson, unanimous.

It was suggested that in order to communicate the feedback from the Staff appraisals Cllr Russell would draft and email with points for the Councillors to consider adopting to assist with the smooth running of the Council as a whole.

Cllr Larkin proposed a recommendation to Full Council that both the Clerk and Deputy Clerk's salaries should be raised one point on the NALC salary scale, to points 35 and 25 respectively with effect from 1st April 2026 to demonstrate their continued value to the Council. In addition, it was recommended that the PC offer an additional 2 working hours per week to both the Clerk and Deputy Clerk in order

to assist with to trying to fit the work load into the working hours provided by the PC, although it was recognised that this may not necessarily be something which the Clerks would wish to uptake. Seconded Cllr Jenkinson, unanimous.

6. OTHER MATTERS FOR CONSIDERATION (DISCUSSION ONLY).

No further matters for discussion

The meeting closed at 3.55pm.