

**MINUTES OF HORSMONDEN PARISH COUNCIL**  
**PERSONNEL COMMITTEE MEETING- HORSMONDEN VILLAGE HALL**  
**ON MONDAY 29 NOVEMBER 2021 AT 6.30PM**

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

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**

None.

**2. APPOINT A CHAIR TO THE PERSONNEL COMMITTEE**

Cllr March proposed Cllr Russell as chair of the committee. Seconded Cllr Jenkinson, unanimous.

**3. PUBLIC SESSION**

None.

**4. CLOSED SESSION OF THE COMMITTEE - TO CONSIDER FEEDBACK FROM STAFF APPRAISALS AND REVIEW SALARY ACCORDINGLY.**

It was proposed by Cllr Russell that the Council enter a closed session. Seconded Cllr Davis, unanimous. The Clerk left the room whilst these matters were discussed.

**5. RECOMMENDATION TO FULL COUNCIL, ON STAFF POINTS POSITION ON THE NALC SALARY SCALES**

The Chair ended the closed session. The Clerk re-entered the room.

It was proposed by Cllr Jenkinson that the following recommendation be put forward to Full Council at their meeting on 6<sup>th</sup> December: Recommendation that the Clerk's salary be raised 1 point to reflect new SC Point 30 on the NALC Salary Scale with effect from 1<sup>st</sup> April 2022. Seconded Cllr

March, unanimous. It was recommended that a full appraisal be carried out for the Assistant Clerk at the end of her six month probationary period in March 2022.

It was noted that the pay award for 2021-22 had still not be agreed nationally and that once this was agreed a back pay award would need to be settled for the clerks.

#### 6. OTHER MATTERS FOR CONSIDERATION (DISCUSSION ONLY)

None.

The meeting closed at 7.25p.m.