

**MINUTES OF HORSMONDEN PARISH COUNCIL**  
**PERSONNEL COMMITTEE MEETING HELD REMOTELY**  
**ON TUESDAY 17<sup>TH</sup> NOVEMBER 2020 AT 6.30 PM.**

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 Davis, 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 Jenkinson 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 March that the following recommendation be put forward to Full Council at their meeting on 7<sup>th</sup> December: Recommendation that the Clerk's salary be raised 1 point to reflect new SC Point 29 on the NALC Salary Scale with effect from 1<sup>st</sup> April 2021 and that the Assistant Clerk's salary be raised 1 point to reflect new SC Point 22 on the NALC Salary Scale. This was seconded by Cllr Jenkinson, and voted for unanimously.

Cllr Russell presented the Councillors thanks to both the Clerk and Assistant Clerk for all their hard work during the past year so far, which they recognised had meant a substantial increase in workload with regards to implementing guidance, risk assessments and administration in respect of COVID-19.

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

None.

The meeting closed at 7.45p.m.