



## Personnel Committee Minutes

Minutes of the Personnel Committee Meeting held in the Wilkins Centre, Compton, on Tuesday 21<sup>st</sup> February 2023. Commencing at 8:02 pm.

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**Members Present:** Councillor Ian Tong (Chair)  
Councillor Rebecca Pinfold  
Councillor Alison Strong

**Members Absent:** None

**Officers Present:** Sarah Marshman, Clerk/RFO

**In Attendance:** None

## Minutes

**PER22/23-027 To receive, and consider for acceptance, apologies for absence from Members of the Committee**

All members were present so no apologies for absence were received.

**PER22/23-028 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation from Members declaring a Disclosable Pecuniary Interest**

There were no declarations of interest or requests for dispensation.

**PER22/23-029 To receive:  
Questions or comments from members of the public regarding items on the agenda**

**Representations from any member who has declared a personal interest**

There were no questions, comments or representations.

**PER22/23-030 To approve the minutes of the Personnel Committee Meeting held on 7<sup>th</sup> December 2022**

Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.

**PER22/23-031 To discuss any matters arising from the minutes of the previous Personnel Committee Meeting**

There were no matters arising.

**PER22/23-032 To review councillor training records**

The Clerk will write to BALC regarding the need for evening training and will investigate the possibility of arranging local training following the elections which could be shared with neighbouring parishes.

Recommendation: Full Council should consider scheduling The Knowledge and Core Skills locally for all councillors.

Recommendation: Full Council should update the Training and Development Policy to reflect new course titles and require councillors to refresh their training each election period.

The Clerk will sign up to the Memorial Inspection Workshop.

**PER22/23-033 To review pension scheme rates**

The employer pension scheme rates for 23/24, 24/25 and 25/26 were reviewed.

**PER22/23-034 To review the Personnel Committee meeting frequency**

Resolved: To schedule three meetings per year, but to only hold the third meeting if there is business to discuss. Meetings will be scheduled for June (election of Chairman and policy review), November (review salaries, annual appraisals, working hours and training needs) and February (a placeholder to be used only if required).

**PER22/23-035 To discuss matters for future consideration and for information**

It was discussed whether an employee was needed to run the Sports Pavilion. For the time being, at least 3 councillors need to learn how to carry out this role and share the responsibility.

Recommendation: All councillors carrying out important roles should make notes on what they do.

There being no further business, the meeting was closed at 8:49 pm.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_