

MINUTES OF THE EMPLOYMENT MEETING HELD ON  
MONDAY 1st SEPTEMBER 2025 AT THE POPPY CENTRE.

Present: Cllrs: M Green (Chair) C Scrivner, R Hood and M McGeary.

Members of Public: – 0

Clerk: D.Joy

**MINUTES**

**01 Apologies for Absence**

None

**02 Declarations of Interest and requests for Dispensations**

None

**03 Minutes of Previous Meetings**

3.1 To agree and sign the minutes of the Employment meeting on the 14th April 2025 and Adopted by Full Council on the 12<sup>th</sup> May 2025.

The motion was proposed,

Members **AGREED** the minutes from the Employment Meeting on the 14<sup>th</sup> April 2025.

The Chair signed the minutes.

**04 Public Participation Time**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

**Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.**

The motion was proposed,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

No members of the public present.

The motion was proposed,

Members **AGREED** to resume the meeting

**05 MATTERS FROM PREVIOUS MEETINGS**

5.1 Minutes filed.

5.2 Handbooks issued

5.3 Annual reviews completed.

5.4 HR Policies updated and issued.

**06 Exclusion of the Press and Public**

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues,

The motion was proposed,

Members **AGREED** to resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues

**07 Policies**

7.1 Update on the on the Government Cost of Living PayScale agreement.

Members noted the new pay scales and their implementation.

7.2 To consider and agree Council Training and Development Policy.

The motion was proposed,

Members **AGREED** for Cllr Hood to go through and email out any changes to the committee.

7.3 To consider an agree the Councils Anti-Harassment and Bullying Policy.

The motion was proposed,

Members **AGREED** for Cllr Hood to go through and email out any changes to the committee

**08 Pension**

**09 Performance Reviews**

9.1 Update on the Administrative Assistant Annual Review and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the Administrative Assistant Annual Review and to the following actions:

To learn the Charity's accounts.

To complete the lILCA Course.

To do the Charity's agendas and minutes in 2025.

9.2 To consider and agree if to apply a pay review for the Administrative Assistant.

The motion was proposed,

Members **AGREED** the pay review for the Administrative Assistant.

9.3 Update on the Clerks' Annual Review and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the Administrative Assistant Annual Review and to the following actions:

To complete the FiLCA Course with 2 hours a week to complete.

To review doing the Internal Auditors course in the New Year.

Members to meet with the Clerk quarterly and the Clerk to arrange the dates.

Members to monitor the undermining behaviour in public.

The Clerk to undertake a large project in 2026.

The racist incident to be left as it happened a while ago.

9.4 To consider and agree if to apply a pay review for the Clerk.

The motion was proposed,

Members **AGREED** the pay review for the Clerk.

**10 To Report Any Other Business**

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

**11 Date of next meeting.**

11.1 To confirm that the date of the next Meeting of the Employment Committee 1<sup>st</sup> December 2025.

MEETING CLOSED: 7:00OPM

CHAIR SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_