

**MINUTES OF THE EMPLOYMENT MEETING HELD ON
FRIDAY 17th OCTOBER 2025 AT THE POPPY CENTRE**

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

Members of Public: 0

Minutes: Cllr R Hood

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 held on the 1st September 2025

The motion was proposed.

Members **AGREED** the minutes from the Employment Meeting on 1st September 2025.

The Chair signed the minutes.

04 Public Participation Time

The meeting was adjourned for a period of 15 minutes to allow Members of the Public and 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 any 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 Admin Assistant's course booked
- 5.3 Annual Performance reviews completed
- 5.4 HR Policies updated and issued

These items were noted.

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 to 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 to items pertaining to employment and legal issues.

07 Policies

No update to report

08 Pension

No update to report

09 Performance Reviews

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

Members **AGREED** to apply the annual pay review as recommended by SLCC.

Members **AGREED** to consider performance related pay, and for the Committee to consult with the Council's HR Advisors to determine a policy with clearly defined parameters linked to staff objectives to support this.

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 this Committee or the Council.

11 Date of Next Meeting

To be confirmed.

Meeting closed at 18:26