



**DRAFT Minutes of the Personnel Committee Meeting** of Tickton & Routh Parish Council held on **Monday, 17 November 2025** at 7:10 pm held in Tickton Village Hall, Main Street, Tickton.

**Present:** Councillors: Vickers (in the Chair); Caley, Dickson & Oliver

**In Attendance:** The Clerk, Mrs Michelle Middleton

**Apologies:** None

**Absent:** None

**Public:** None

**001/25 TO ELECT CHAIR**

**002/25 APOLOGIES** - To receive apologies for absence.  
None received.

**003/25 DECLARATION OF INTEREST** – The Parish Councils (Model Code of Conduct)  
To record any declarations of interest by any Member in respect of items for discussion on this agenda.  
Members declaring interests should identify the agenda item and type of interest being declared.  
None received.

**004/25 MINUTES**

To approve the minutes of the Personnel Committee meeting held on 18 November 2024.

**RESOLVED: The minutes of the Parish Council meeting held on 18 November 2024 were approved as a true and correct record.**

**005/25 PRIVATE SESSION (PART II)** - To consider resolving to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) for the next item(s) on the agenda as it relates to confidential or staffing matters.

**RESOLVED: Approved.**

*The Clerk left the room.*

**006/25 PERFORMANCE REVIEWS** - To consider staff performance in line with Contracts and to inform agenda item 7.

The performance of the staff was noted as exemplary.

**ACTION: To undertake job description, review and improve the appraisal process.**

**ACTION: To note that the Sexual Harassment Policy & Procedure was approved by the PC.**

**007/25 REVIEW OF EMPLOYEE SALARIES 2026/27** - To consider and agree recommended changes for approval by the Parish Council in preparation for preparing the budget.

**RECOMMENDATION TO FULL COUNCIL:**

**To commence 1 April 2026**

**Clerk – NJC Scale Point 20 plus NJC National Pay Award**

**Handyman – NJC Scale Point 7 plus NJC National Pay Award**

*The Clerk returned to the room.*

**008/25 DATE OF NEXT MEETING(s):** The Personnel Committee Meeting to be arranged as required.

**Signed:** \_\_\_\_\_ **(Chairman) Date:** \_\_\_\_\_