



Minutes of the **Personnel Committee Meeting** of Tickton & Routh Parish Council held on **Monday, 8 June 2026** at 7:00 pm held in Tickton Village Hall, Main Street, Tickton.

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

In Attendance: The Clerk, Mrs Michelle Middleton

Apologies: Councillor Dickson

Absent: None

Public: None

001/26 ELECTION OF CHAIR

RESOLVED: Councillor Caley is elected Chair

002/26 APOLOGIES - To receive apologies for absence

Apologies received from Councillor Dickson.

003/26 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.

Councillor Vickers declared a non-pecuniary interest due to a close relationship with a potential applicant.

004/26 MINUTES

To approve the minutes of the Personnel Committee meeting held on 17 November 2025.

RESOLVED: The minutes of the Parish Council meeting held on 17 November 2025 were approved as a true and correct record.

005/26 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.

1. To receive ERNLCAs salary review and agree a recommendation to full council.

The Committee considered the recommendation within ERNLLCAs report.

RECOMMENDATION: The current Clerk – NJC Scale Point 28 backdated to 1 April 2026.

2. To review the following recruitment documents and agree a recommendation to full council: -

a) Advertisement, b) Job description, c) Person specification d) Contract of Employment e) Applicant form f) Interview questions

RECOMMENDATION: The advertisement, job description, person specification and application form were drafted for Parish Council approval.

RESOLVED: To defer preparation of interview questions and contract of employment.

3. To consider and agree closing date.

RECOMMENDATION: A closing date of 27 July 2026.

4. To consider and agree interview panel and interview dates.

RECOMMENDATION: The interview panel to include Councillors Caley, Dickson and Oliver week commencing 10 August 2026.

006/26 DATE OF NEXT MEETING(s): To be confirmed.

007/26 DATE OF NEXT MEETING(s): The Personnel Committee Meeting to be arranged as required.

The Minutes were approved and signed at the meeting held on the 15 June 2026.