



HR COMMITTEE MEETING MINUTES– Monday 27th July at 6pm.

Present: Cllr S Hynes, Cllr Pauline Phillips, Cllr Zoe Metcalfe, Liz Leatherbarrow (Clerk, who also took the minutes).

The meeting started at 18.05

22. To receive and consider apologies for absence and record them in the minutes

Cllr Jamie McNeil sent apologies. It was resolved to accept the apologies and the reasons given.

23. To receive and note any declaration of Interests in items on the agenda

None declared.

24. To elect and confirm a Chair for the committee

A discussion was shared about the position of Chair.

Resolved to elect Cllr Metcalfe as Chair of the committee.

25. To consider and review actions required for changes to staff contracts

The Clerk had reviewed the current contracts and shared a report.

The current contracts are old, with significant gaps and outdated terms. A revised contract based on NALC and SLCC model templates, with new additions highlighted in red was compiled and shared. There was more type in red than black, indicating how much updating is needed. The contracts currently reference the Green Book but staff have no access to it. A Green Book subscription costs £468/year (with 15% first-year discount), annual renewal of the subscription is required. Concerns were expressed about doubling up on advice on model contracts from NALC and SLCC. Contracts affect three staff members (Liz, Agnes, Pam), so any review needs to be considered and robust. Costs to subscribe to the Green Book were a concern, however the information was required if referenced in the contracts.

Resolved: To recommend to full council the process needed for reviewing the contracts and a subscription to the Green Book when contracts are reviewed.

The following actions were agreed for reviewing the contracts:

ACTIONS: (i) to recommend to full council subscription to the Green Book for at least a year when the contracts are agreed and in place, (ii) Clerk to get an HR specialist to review the draft contract and confirm the process required to amend existing held contracts, (iii) Burial Clerk contract may need slight variations given her particular roles and responsibilities, (iv) the process when confirmed will need a (28-day) consultation period for any contract changes, (v) each employee to receive a copy, to review, and to formally accept or decline.

26. To consider annual pay review of council staff in 2026

The pay review process has slipped: no increase appears to have gone to full council or been implemented since at least April 2024. Some staff may be owed backdated pay from April 2025. Annual inflation pay increases appear not to have been implemented. Clerk to check details and report back with full details of last increases made.

The cleaner role was discussed. The cleaner has been cleaning for c18 years with no regular contract reviews. When contacted he confirmed his decision was to offer his notice to end in his post, offering to work notice in partnership with the town council as needed.

It was agreed to accept the verbal resignation of the cleaner and to ask that the current arrangement ends at the 30th August 2026. Thanks were expressed for the work given over this long period.

27. To note dates and arrangements for staff Performance Management interim reviews

Salary increment pay awards are dependent on successful achievement of Performance Management (PM) targets. Targets set in 2025- 26 were achieved by both clerks. No new incremental changes were implemented after appraisals were reviewed in March 2026. The Deputy Clerk has completed her probation; PM targets will be set at the next upcoming review. The toilet contractor is self-employed, therefore is not affected.

It was agreed in September the Chair will complete six-month interim PM reviews for all three clerks to check progress against targets agreed and to initiate the process with the Deputy Clerk.

ACTION: Clerk to confirm dates with the Chair of PM reviews to be held with all 3 staff.

28. To consider next meeting date.

It was agreed the next meeting will be at the end of September, agenda will include full costings, salary scale confirmation, and any backdated pay owed.

The meeting closed at 18:40.

Signed _____

Date _____

Chair of HR Committee