



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Personnel Committee of Laverstock and Ford Parish Council held on Monday 6th November 2023 at River Bourne Community Farm.

MINUTES

Councillors present: Baker, Jones (from 7.04pm), McDonald (Chair), Waller
In attendance: Deane (Clerk)

The meeting commenced at 7.02pm.

PERS23.009 Apologies

There were no apologies.

PERS23.010 Declarations of Interest

There were no declarations of interest.

PERS23.011 Approval of Minutes

Resolved: to approve the minutes of the meeting held on 31st January 2023.

PERS23.012 Matters arising

The Clerk confirmed that the Staff Appraisal Policy had been adopted and implemented, but the Disciplinary Policy had not yet been reviewed. Annual staff appraisals would commence again in January.

PERS23.013 Budget Provision 2024/25

The Clerk circulated estimated figures for the salaries budget for 2024/25, estimating a 5% pay award, and including contributions to the Local Government Pension Scheme. The committee proposed a budget of £180,000.00 for salaries in 2024/25. The Clerk will review this figure with the Responsible Financial Officer.

PERS23.014 Exempt Business

Resolved: That in view of the Staff-in-confidence nature of the business about to be transacted, the public and press be temporarily excluded from this meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 Section 10.

Structure and Recruitment

The Clerk confirmed her wish to reduce her working hours from May 2024. The committee discussed options including a job share, recruitment of a full time clerk or recruitment of a part time clerk and the creation of a part time officer role. Cllrs Baker and McDonald will draw up a recruitment pack.

SIGNED:

DATE:

The meeting closed at 7.48pm.

NEXT MEETING. Date of the next meeting of the Personnel Committee of the Parish Council to be advised.