

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

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A Civility & Respect
Pledge Council

To Members of the Personnel Committee of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Personnel Committee** of **Meopham Parish Council** on **Wednesday 1st October 2025** at **7:00pm** to be held in the John Hidden Room at **St Johns Centre, Wrotham Road, Meopham, DA13 0AA**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter

Clerk and Responsible Financial Officer

Date of Issue: Thursday 25th September 2025

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
 2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
 3. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 23.07.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
 4. **Complaint:** To note the complaint submitted to the Monitoring Officer did not pass the initial screening and, for it to be considered, more information needed to be submitted
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CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

5. **Grievance:** To consider the amendments to the settlement offer and terms submitted by the claimant

6. **Deputy Clerk:** To receive an update following the interviews
7. **Assistant Clerk:** To note that this role will be advertised shortly
8. **Staffing Matters:**
 - 8.1 To receive a verbal report from the Chairman on the appraisal for the Clerk and RFO
 - 8.2 To note that the Clerk and RFO performed the Finance & Grants Officers' appraisal
 - 8.3 To review the remuneration of the Clerk and RFO and Finance & Grants Officer following the Appraisals (*)
 - 8.4 To consider the payments for the additional hours and annual leave (*)
 - 8.5 To note the report and possible implications (*)
9. **Contracts of Employment:**
 - 9.1 To note that the Finance & Grants Officers' contract of employment has been made permanent
 - 9.2 To agree that the model contract, previously agreed for the Deputy Clerk and RFO, Assistant Clerk and Finance & Grants Officer, be adopted for the Clerk and RFO
 - 9.3 To consider increasing the Clerk and RFO hours of contract (*)
10. **Recommendations:** To agree any recommendations be made to Full Council as required from the decisions made on the above items in line with the terms of reference