

Meopham Parish Council

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A Civility & Respect
Pledge Council

Minutes of the Personnel Committee Meeting held on Wednesday 5th November 2025 @ 7:00pm at John Hidden Room, St Johns Centre, Wrotham Road, DA13 0AA

Members Present: Cllr D Johnson
Cllr S Johnson
Cllr D Sims
Cllr P Watson (Chairman)

In Attendance: Lisa Winter - Clerk

19:09 Meeting commenced

Item 1: Apologies for Absence: To receive and accept apologies

P.C. 28 Apologies were received from Cllr D Fisher (away).

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

P.C. 29 There were no declarations of interest received.

Item 3: Minutes of Previous Meeting: To approve the minutes of the meeting held on 01.10.25

P.C. 30 The minutes were approved by Cllr D Johnson and Cllr P Watson, as the members present at the previous meeting.

P.C. 31 Members moved the motion to enter closed session. All agreed.

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

Item 4: Staffing Review: To consider the staffing levels and make recommendations to present to Full Council

P.C. 32 Following a suggestion from Councillor D Johnson, members worked through a spreadsheet. The final result to be used to determine the

number of hours needed in the office and the number of staff to do them.

Resilience within the office was deemed high priority, with the cost of more staff members preferred, opposed to the need to cancel meetings in staff absence.

At the end of this process it was noted that the number of hours needed was very similar to those proposed in the Staffing Review report of June 2023.

Costs for salaries, tax, N.I. and pensions were then calculated for the 26/27 budget.

RECOMMENDATIONS:

- The number of hours needed are: 87.5 (2.36 FT equivalent)
- The number of staff needed are: 4
- The posts to be permanent with a 6 month probation period
- Cllr D Johnson detail the rationale and the costs at the Full Council budget setting meeting.

PROPOSED: Cllr D Johnson. SECONDED: Cllr Sims. All in favour.

Item 5: Grievances: To have an update and consider next steps

P.C. 33 The wording of the apology letter was agreed and the Chairman of the Council signed the letter.

As a result of the grievances, Councillors agreed to review internal policies, management practices and procedures including the code of conduct for councillors.

It was noted that the appraisal process had already changed from a yearly exercise to a, every few months, process.

It was agreed that the policies and procedures would be considered at a Personnel Committee in January 2026, date to be agreed.

The meeting closed at 20:32