

Meopham Parish Council

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

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Minutes of the Personnel Committee Meeting held on Wednesday 1st October 2025 @ 7:00pm at John Hidden Room, St Johns Centre, Wrotham Road, DA13 0AA

Members Present: Cllr D Fisher
Cllr D Johnson
Cllr P Watson (Chairman)

In Attendance: Lisa Winter

19:15 Meeting commenced late due to prior users of the room over-running

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

P.C. 11 Apologies were received from Cllr S Johnson (family commitment).

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

P.C. 12 There were no declarations of interest received.

Item 3: Minutes of Previous Meeting: To approve the minutes of the meeting held on 23.07.25

P.C. 13 The minutes were approved by Cllr Fisher and Cllr D Johnson, as the members present at the previous meeting in its entirety.

Item 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

P.C. 14 Noted.

P.C. 15 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 5: Grievance: To consider the amendments to the settlement offer and terms submitted by the claimant**
- P.C. 16** Noted and accepted. Apology letter to be signed by the Chairman of the Council.
- Item 6: Deputy Clerk: To receive an update following the interviews**
- P.C. 17** To note that three candidates had been interviewed. One had been asked back for a second interview. However, it was noted that the Clerk may not appoint and, if this was the outcome, readvertised along with the Assistant Clerk position.
- Item 7: Assistant Clerk: To note that this role will be advertised shortly**
- P.C. 18** Noted.
- Item 8: Staffing Matters:**
- 8.1 To receive a verbal report from the Chairman on the appraisal for the Clerk and RFO**
- P.C. 19** Cllr Watson and Cllr Fisher had undertaken the appraisal of the Clerk and RFO and gave a brief overview. The Chairman added that 3 monthly key meetings would be held rather than waiting the year for an appraisal.
- 8.2 To note that the Clerk and RFO performed the Finance & Grants Officers' appraisal**
- P.C. 20** Noted.
- 8.3 To review the remuneration of the Clerk and RFO and Finance & Grants Officer following the appraisals**
- P.C. 21** It was agreed that both officers receive two increments from 1st October 2025 as acknowledgement of the pressure that they had been under over the past 18 months. This was within the respective salary bands and the staffing budget.
- 8.4 To consider the payments for the additional hours and annual leave**
- P.C. 22** It was agreed that the additional hours and annual leave be paid to the officers. This was within the staffing budget.
- 8.5 To note the report and possible implications**
- P.C. 23** The report was noted and recommended that legal advice be sought on the scale point discrepancies between roles and where we stand on payments retrospectively. It was agreed that, following the advice received, Full Council should receive this report.

Item 9: Contracts of Employment:

9.1 To note that the Finance & Grants Officers' contract of employment has been made permanent

P.C. 24 Noted.

9.2 To agree that the model contract, previously agreed for the Deputy Clerk, Assistant Clerk and Finance & Grants Officer, be adopted for the Clerk and RFO

P.C. 25 It was agreed that the model contract, agreed for the Deputy Clerk, Assistant Clerk and Finance & Grants Officer, be used for the Clerk and RFO subject to it being more favourable to the old version.

9.3 To consider increasing the Clerk and RFO hours of contract

P.C. 26 It was agreed that the Clerk and RFO contracted hours be amended to 32.5 hours as per the job evaluation report of June 2023.

Item 10: Recommendations: To agree any recommendations be made to the Full Council as required from the decisions made on the above items in line with the terms of reference

P.C. 27 There were no recommendations to go to Full Council.

The meeting closed at 8:21 pm