

Meopham Parish Council

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A Civility & Respect
Pledge Council

Minutes of the Personnel Committee Meeting held on Wednesday 28th May 2025 @ 7:00pm at Harvel Village Hall, Harvel, DA13 0DS

Members Present:

Cllr D Fisher
Cllr P Haslam **substitute for Cllr Evans (resigned)**
Cllr D Johnson
Cllr D Sims
Cllr P Watson

In Attendance:

Lisa Winter – Clerk **upto item 8.2**
1 member of the public

Item 1: Election of Chairman

P.C. 01 It was agreed to elect Cllr Watson as Chairman of the Personnel Committee for the 2025/26 municipal year.

PROPOSED: Cllr Fisher. SECONDED: Cllr Sims. All in favour.

Item 2: Apologies for Absence: To receive and accept apologies

P.C. 02 There were no apologies received.

Item 3: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

P.C. 03 There were no declarations of interest received.

Item 4: Minutes of Previous Meeting: To approve the minutes of the meeting held on 10.12.24

P.C. 04 PROPOSED: Cllr Fisher. SECONDED: Cllr Watson. Cllr Fisher, Cllr Sims and Cllr Watson all approved as the members present at that previous meeting. Cllr Haslam and Cllr Johnson abstained.

Item 5: Terms of Reference: To note the agreed committee terms of reference

P.C. 05 The terms of reference were noted.

Item 6: Appraisal Arrangements: To agree two members from the Personnel Committee to conduct the appraisal of the Clerk and RFO

P.C. 06 It was agreed that two councillors would conduct the appraisal of the Clerk and RFO. Cllr Watson, Cllr Johnson and Cllr Fisher

volunteered, and it was agreed that any combination of these councillors will conduct the appraisal.

Item 7: Recruitment: To agree interview panel personnel to assist the Clerk with the recruitment process

P.C. 07 It was agreed that two councillors would be part of the interview panel personnel to assist the Clerk with the recruitment process. All members of the Personnel Committee were happy to be involved, and it was agreed that any combination of these councillors would assist.

1923 The Chairman left the meeting.
1925 The Chairman returned to the meeting.

P.C. 08 Members moved the motion to enter closed session.

PROPOSED: Cllr Watson. SECONDED: Cllr Haslam. All in favour.

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

1930 Members of the public left the meeting

Item 8: Staffing Matters

8.1 To receive an update on the current HR grievance issues and to discuss and agree any necessary further actions and recommendations

P.C. 09 Cllr Watson gave an overview and update on the current grievance issues.

2018 The Clerk left the meeting before item 8.2

8.2 To consider how the Committee wishes to investigate the grievance that has been received.

P.C. 10 It was agreed to form a Grievance Committee with Cllr Fisher, Cllr Haslam and Cllr Johnson.

The meeting closed at 8.40pm