



PINCHBECK PARISH COUNCIL

Personnel Committee

Notice is hereby given, and all members of the Personnel Committee are summoned to attend a meeting to be held at 18:00hrs Monday, 13 October 2025 at Pinchbeck Community Hub & Library.

Robert Smith

Clerk
Pinchbeck Parish Council
08 October 2025
clerk@pinchbeck-pc.gov.uk

CONFIDENTIAL BUSINESS

Under the Personnel Committee's terms of reference, the meeting will be held in closed session for reasons of confidentiality, as matters may relate to employment conditions, grievance or disciplinary proceedings, or personal matters, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of pecuniary or other interests and requests for dispensation.**
- 3. To approve the minutes of the previous meeting held on 21 July 2025**
- 4. Home Working Arrangements**
 01. To consider approval of provision of a home first aid kit for hybrid workers.
 02. To consider approval of provision of a home fire extinguisher for hybrid workers.
- 5. Parish Maintenance Worker Contracts**

To receive an update from the Clerk.
- 6. Employee Handbook**

To approve the adoption and circulation of the Employee Handbook.
- 7. HR and Payroll Systems**

To receive a report on the use of Croner's on-line clocking-in system and to consider the proposal to adopt BrightHR's payroll module at £3 per employee per month.
- 8. SLCC Membership**

To consider renewal of the Clerk's SLCC membership at £420 per annum.
- 9. Parish Worker Team Leader Post**

To receive a report from the Clerk and to resolve on the establishment of a Parish Worker (Team Leader) post.
- 10. Salaries Budget 2025/26**

To consider the salaries budget for the year ending 31 March 2026.
- 11. Staff Appraisals**

To consider arrangements for staff annual appraisals.
- 12. Dates of Future Meetings**
- 13. Clerk's Working Hours and TOIL**

To consider the Clerk's working hours and build-up of time off in lieu (TOIL).